DOCUMENT RESUME

ED 215 522 EC 142 182

AUTHOR Burrell, Lewis P.; Talarico, Robert L.
TITLE Project Employability: Community Job Task Analysis.
INSTITUTION East Central Ohio Special Education Regional Resource Center, Dover.
SPONS AGENCY Ohio State Dept. of Education, Columbus. Div. of Research, Planning, and Evaluation.
PUB DATE Aug 81
NOTE 218p.; For related documents, see EC 142 180-186.

EDRS PRICE MF01/PC09 Plus Postage.
DESCRIPTORS Employment Potential; High Schools; *Job Skills; *Mild Mental Retardation; *Moderate Mental Retardation; *Task Analysis; Vocational Education
IDENTIFIERS *Project Employability

ABSTRACT

The handbook, second in a series of six, provides a task description and a task detailing for 55 community jobs to be incorporated in curriculum and teaching strategies for high functioning trainable and low functioning educable mentally retarded high school students in Project Employability (Ohio). The 55 community jobs are separated into four groups or clusters, each containing a number of jobs requiring similar entry level skills. Task detailing sheets for each job task include the performance frequency, importance level, learning difficulty, and a cross reference to the Employability Curriculum as well as a breakdown of job elements. Among the job tasks analyzed are assembler, sanitation worker, farm hand, bus boy, grounds care helper, carpenter's helper, and senior citizen care aide. (SB)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ESEA IV-C

ED215522

PROJECT EMPLOYABILITY

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

This document has been reproduced as received from the person or organization originating it.
Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official NIE position or policy.

COMMUNITY JOB

TASK ANALYSIS

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Lewis P. Burrell

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

EC142182

August 1981

EAST CENTRAL OHIO
SPECIAL EDUCATION
REGIONAL RESOURCE CENTER

COMMUNITY JOB TASK ANALYSIS

PROJECT

EMPLOYABILITY

EAST CENTRAL OHIO
SPECIAL EDUCATION
REGIONAL RESOURCE CENTER

LEWIS P. BURRELL Ed.D. PROJECT DIRECTOR
ROBERT L. TALARICO DIRECTOR

FISCAL AGENT: TUSCARAWAS COUNTY BOARD OF EDUCATION

***

Project Employability was developed with funds allocated under ESEA Title IV-C, through the Ohio Department of Education, Division of Planning and Evaluation, and Project No. 0061-4C-81-D-3 originally submitted under the title "Employability Assessment and Training for Educationally Handicapped High School Students."

FOR MORE INFORMATION CALL OR WRITE:

ECO SERRC
818 Boulevard
Dover, Ohio 44622

(216) 343-3355

ACKNOWLEDGEMENTS

We wish to express appreciation to the East Central Ohio Special Education Regional Resource Center (ECO SERRC) Governing Board and the Tuscarawas County Board of Education as fiscal agent for continued support, cooperation, and assistance.

We also wish to express appreciation to:

The Task Force which identified community jobs.

Larry Arnold	Good Samaritan Hospital
Roger Bartunek	Buckeye Joint Vocational School
Duane Burrell	Carter Lumber
Mike Butkus	Ohio Bureau of Vocational Rehabilitation
Winifred Drumm	Tuscarawas County Starlight School
Vickey Finnicum	Ohio Bureau of Vocational Rehabilitation
Joe Gala	Martins Ferry City Schools
Elaine Gustetic	Ohio Bureau of Vocational Rehabilitation
Larry Holland	Zanesville City Schools
Jerry Lindner	Belmont County Joint Vocational School
Edith Pogozelski	Tuscarawas County Board of Education
Sara Swingle	Muskingum County Joint Vocational School
Tom Vichich	Shadyside City Schools
Robert Willis	Bellaire City Schools

The Task Force which completed a task analysis of community jobs.

Alan Brown	Buckeye Joint Vocational School
Mike Butkus	Ohio Bureau of Vocational Rehabilitation
Elaine Gustetic	Ohio Bureau of Vocational Rehabilitation
Jerry Lindner	Belmont County Joint Vocational School
Donna Merrill	Tuscarawas County Starlight School
Robert Willis	Bellaire City Schools

The Community Communications Council which advised and provided an information interphase.

Joan Bell	Mingo Junction
Ruth Ann Campbell	Steubenville
Lavone L. Debnar	Jefferson County Schools
Leon Force	Tuscarawas County Board of Mental Retardation
Bob Grueser	Caldwell Exempted Village Schools
Bruce Keller	Muskingum County Schools
Sister Kevin	St. John's Villa
Tom Lackman	Edison Local Schools
Ken McDonough	Coshocton City Schools
Neil Nixon	Indian Creek Local Schools
Kathleen Peterson	Steubenville City Schools
Robert Roller	Tuscarawas County Board of Mental Retardation
Greg Scalzi	Martins Ferry City Schools
Sara Swingle	Muskingum County Joint Vocational School
Georgia Trakas	Harrison Hills City Schools
Sarah Woodward	Steubenville
Ned Woolums	Jefferson County Schools

The University Consultants, who assisted with methodology, design, and research validation measures.

Jerald F. Etienne, Ed.D.	Department of Special Education
Alfred D. Garvin, Ph.D.	Department of Educational Research
Roger Stuebing	Behavioral Sciences Laboratory

(The University of Cincinnati)

The External Consultants, who critiqued the product.

Jerry Green	Claymont City Schools
Art Merchant	Kent State University
Barbara Watkins	Tuscarawas County Schools
Gayle Gorius	The Ohio State University

The ECO SERRC Staff, which assisted in critical analysis of developmental stages and products.

Joseph Jackson	Julia Thompson
Sarah Jamison	James Martinek

Jerry Whittaker

The secretary to the project, for her dedication and professionalism in every aspect of this product development.

Marilyn Young

To all these persons we are most grateful.

Lewis P. Burrell, Ed.D.
Robert L. Talarico

P R O J E C T E M P L O Y A B I L I T Y

COMMUNITY JOB TASK ANALYSIS

TABLE OF CONTENTS

Acknowledgments iii

Introduction vi

Community Job Clusters 1

Job Cluster Profile #1 2

Job Cluster Profile #2 74

Job Cluster Profile #3 96

Job Cluster Profile #4 182

COMMUNITY JOB TASK ANALYSIS

INTRODUCTION

A. GENERAL

Project Employability, comprised of six related products, was developed to meet the employability needs of handicapped students with either poor success or no success in job placement. This target population is defined in Ohio as low-functioning Educable Mentally Retarded (EMR) and high-functioning Trainable Mentally Retarded (TMR). Within the American Association on Mental Deficiency (AAMD) definition, this population would include children within the high-moderate to low-mild range of retardation. Although these products have been field-tested and validated with this specific population, in design they will accommodate a broader range of retarded students as well as students with other handicaps who may function at a low employability level.

The purpose of this handbook is to provide a task description and a task detailing for 55 community jobs. The information in turn was used in designing community job entry-level profiles and in preparing curriculum and teaching strategies. The 55 community jobs were selected from a list of 325 jobs with employment potential for this population of students. The basis for the selection was job importance; that is, 1) the student/employee would receive job satisfaction, motivation, success, and be able to become a part of the actual work world himself/herself, and 2) the employer would be able to provide a job with appropriate skill level and then in return receive the service desired from the student.

B. ORGANIZATION OF THE HANDBOOK

The Community Job Task Analysis Handbook is organized as follows:

1. Job Clusters

The 55 community jobs are separated into four groups or clusters. Each cluster contains a number of jobs requiring similar entry-level skills. There is approximately one performance level differentiation between each of the clusters on the ten point scale of the Employability Assessment Instrument. This handbook is divided into four basic divisions by job cluster.

2. Job Task Lists

The identification of community jobs and the provision of job descriptions using the Dictionary of Occupational Titles (DOT) was not sufficient basis for building a curriculum. The curriculum development involved the listing of the job elements or tasks in order to more fully understand the job objectives. Included with each job task was the performance frequency, importance level, learning difficulty, and a cross-reference to the Employability Curriculum skill area.

3. Job Task Details

The task detailing was provided for two basic reasons as follows: 1) to determine those areas necessary to instruction and 2) to avoid omission of essentials which might have seemed too easy or otherwise obvious. In this section was also included the type of performance, the learning difficulty, and a cross-reference to the Employability Curriculum. An attempt was made to detail at least the first five job tasks from each of the 55 community jobs.

C. EXPECTED OUTCOMES

The task analysis handbook provided the informational base upon which both the curriculum and the assessment instrument were built. This handbook provides the organizational base which ultimately leads to the vocational and training performance of the student. This handbook also provides a document from which systematic employability instruction can emerge. The job task and task detail information can be used in designing on-the-job training plans as well as in building in-school vocational training.

The handbook was developed by a task force of community employers, vocational rehabilitation counselors, and work-study coordinators. Three university consultants assisted with the validation and design. It is our hope that this handbook will be of value to you as you endeavor to help your students become employable.

Lewis P. Burrell, Ed.D.
August, 1981

COMMUNITY JOB CLUSTERS*

The jobs listed below were clustered by entry-level requirement. "Job Cluster 1" has the lowest student functional and performance requirement.

JOB CLUSTER 1

Job No.	Job	Job No.	Job
1.01	Assembler	1.11	Grass Cutter
1.02	Auto Interior Cleaner	1.12	Packager
1.03	Bus Cleaner	1.13	Sanitation Worker
1.04	Cart Person	1.14	Site Clean-Up
1.05	Carton Assembler	1.15	Sorter
1.06	Dishwasher (Commercial)	1.16	Stapler & Assembler
1.07	Dishwasher/Hswkr. (Domestic)	1.17	Street Dept. Laborer
1.08	Egg Sorter	1.18	Vacuum Cleaner Person
1.09	Fruit & Berry Picker	1.19	Vehicle Washer
1.10	Garbage/Trash Collector	1.20	Window Cleaner

JOB CLUSTER 2

Job No.	Job	Job No.	Job
2.01	Farm Hand	2.04	Laundry Aide (Health)
2.02	Grounds Keeper's Helper	2.05	Laundry Service Hlpr.(Comm.)
2.03	Landscaping Laborer	2.06	Lawn Worker (Domestic)

JOB CLUSTER 3

Job No.	Job	Job No.	Job
3.01	Bus Boy*	3.12	Grounds Care Helper
3.02	Copy Machine Operator	3.13	Housekeeper's Helper (Health)
3.03	Custodial Aide	3.14	Housekeeper's Helper (Motel)
3.04	Dock/Freight Helper	3.15	Machine Feeder
3.05	Dock Worker	3.16	Mason's Helper
3.06	Food Service Helper (Health)	3.17	Materials Handler
3.07	Food Service Helper (Hos.&R)	3.18	Mover's Helper
3.08	Gardener	3.19	Painter's Helper
3.09	Garage Helper	3.20	Sack Boy*
3.10	General Maintenance Helper	3.21	Shipping Department Helper
3.11	Greenhouse Worker	3.22	Stock Person

JOB CLUSTER 4

Job No.	Job	Job No.	Job
4.01	Building Maintenance Helper	4.05	Messenger Person (Office)
4.02	Carpenter's Helper	4.06	Parking Lot Attendant
4.03	Chef's Helper	4.07	Senior Citizen Care Aide
4.04	Day Care Helper		

*SOURCE: Titles of the community jobs were taken from The Dictionary of Occupational Titles, U. S. Department of Labor.

CLUSTER #1 JOBS

Project EMPLOYABILITY
No. 0061-4C-81-D-3

COMMUNITY JOB TASK ANALYSIS

Community Job: Assembler #1.01

CRC Reference: Cluster #1

D.O.T. Reference: Any Industry #706.887

General Description: To gather materials, load equipment, and assemble, count, stack, and organize products.

Job Tasks	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	P	I	L**
1. Place parts in specified areas	PS15	PS12	PS10	1	1	3
2. Bolt parts together	PS11	PS14	T16	1	1	3
3. Clip parts together	PS11	PS10	PS9	1	1	3
4. Screw parts together	T16	PS9	SS3	1	1	3
5. Fasten parts together with adhesive	PS10	PS11	PS9	1	1	3
6. Replenish supplies on assembly line	PS12	SS3	TF8	2	1	3
7. Check material for defects	PS12	PS10	SS3	1	1	3
8. Use handtools and portable power tools	PS15	PS13	PS11	2	2	2
9. Tend machines for correct operation	PS15	A19	PS10	3	1	2
10. Substitute at various worksites	SS5	SS3	TF7	3	2	2
11. Lift materials to assembly line	T18	PS15	PS10	1	1	2
12. Unload materials from assembly line	T18	PS15	PS10	1	1	2
13. Pack finished product for shipping	PS15	T18	TF8	1	1	3
14. Make cartons for packing	PS13	PS14	PS10	1	1	3
15. Load cartons onto truck	T18	T17	T16	1	1	2
16. Discard defective material	PS12	PS15	SS3	2	1	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** Employability task performance information includes the following:
P-Performance Frequency, I-Importance Level, L-Learning Difficulty
(Rating Scale: 1-Very High, 2-High, 3-Moderate, 4-Low, 5-Very Low)

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Assembler #1.01

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
1. Place parts in specified areas	PS15	PS12	PS10		
a. Load materials	T18	PS10	PS13	M	4
b. Push cart to designated area	T18	PS15	PS13	M	4
c. Separate parts	PS14	PS13	PS11	D	3
d. Place parts in specific location	PS14	PS13	PS10	M	3
e. Return carts to original area	T18	PS14	PS13	M	4
2. Bolt parts together	PS11	PS14	T16		
a. Arrange parts for bolting	T16	T17	PS14	M	4
b. Select proper bolts	PS12	PS10	PS9	D	3
c. Align the bolt holes	PS11	PS9	PS12	M	3
d. Insert bolts in hole	PS9	SS3	PS11	M	3
e. Install washer on bolt	PS9	SS3	PS11	M	4
f. Place nut on bolt	PS9	PS11	T16	M	3
g. Tighten bolts by hand	PS11	T16	T17	M	4
h. Tighten with wrench	PS12	T16	T17	M	4
3. Clip parts together	PS11	PS10	TF8		
a. Arrange parts for clipping	PS10	PS11	PS13	M	4
b. Select proper clip	PS12	PS14	SS3	D	3
c. Align clips with material	PS11	PS10	PS9	M	3
d. Install clip in/on material	PS9	PS10	PS11	M	4
e. Remove installation tool	PS13	PS14	PS15	M	4
4. Screw parts together	T16	PS9	SS3		
a. Arrange parts to be screwed together	T16	T17	PS11	M	4
b. Select proper screws	PS12	PS10	PS9	D	3
c. Align screw with opening	T16	PS10	PS11	M	3
d. Install screw	PS10	PS11	T16	M	4
e. Tighten screw with tool	PS11	T16	T17	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Assembler #1.01

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
5. Fasten parts together with adhesive	Ps10	PS11	PS9		
a. Arrange parts	PS12	PS11	PS10	M	4
b. Determine area to be coated with adhesive	PS12	PS13	PS10	D	3
c. Determine area for adhesive	PS12	PS11	PS13	M	3
d. Apply adhesive	PS10	TF8	PS13	M	3
e. Check for proper alignment	PS13	PS14	TF6	D	3
f. Let adhesive set proper length of time	PS13	PS10	PS14	D	4
g. Place coated parts together	PS11	PS10	PS12	M	2
h. Apply pressure or clamp	TF6	PS11	PS9	M	3
i. Allow adhesive to dry	PS12	PS13	PS10	D	4
j. Remove clamps	PS11	T16	T17	M	4
6. Replenish supplies on assembly line	PS12	SS3	TF8		
a. Determine needed supplies	PS14	SS3	TF8	D	4
b. Place needed supplies in cart	PS10	T18	PS12	M	4
c. Guide cart to specified area	T14	PS13	PS15	M	4
d. Unload cart	PS15	T18	PS14	M	4
e. Arrange supplies in correct order	PS14	TF6	SS3	M	3
7. Check material for defects	PS12	PS10	SS3		
a. Check product for correct parts	PS10	T16	PS12	D	3
b. Note missing parts	A21	PS14	PS10	D	3
c. Remove incomplete product from line	PS12	PS15	T18	M	4
d. Mark incomplete product on rejection cart	PS14	T18	T16	M	4
e. Pass on completed items	PS13	PS14	TF6	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

COMMUNITY JOB TASK ANALYSIS

Community Job: Auto Interior Cleaner #1.02

CRC Reference: Cluster #1

D.O.T. Reference: Any Industry #919.887

General Description: To clean interior of autos using broom, cloth mop, vacuum cleaner, and whisk broom; to clean windows with water, cleaning compounds, and cloth or chamois.

Job Tasks	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	P	I	L**
1. Drive car to cleaning area	PS10	PS15	PS11	3	2	3
2. Clean interiors using broom or vacuum	PS11	T17	T16	2	2	3
3. Scrub interiors with appropriate cleaner	PS11	PS13	PS10	2	2	2
4. Wash windows with cleaning compound	PS11	T16	T17	2	1	3
5. Remove grease or oil from interior	PS11	T17	T16	4	1	2
6. Wash motor with special solvent if needed	PS15	PS13	A19	2	3	3
7. Clean out the trunk	PS11	T16	T17	3	3	3
8. Scrub and paint the trunk if necessary	PS11	T16	T17	3	3	2
9. Vacuum carpeting and upholstery	PS11	T17	PS13	2	1	3
10. Fumigate interior of vehicle	PS15	A19	PS13	4	2	2

* Refer to the Employability Curriculum for further work/skill training exercises.

** Employability task performance information includes the following:
P-Performance Frequency, I-Importance Level, L-Learning Difficulty
(Rating Scale: 1-Very High, 2-High, 3-Moderate, 4-Low, 5-Very Low)

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Auto Interior Cleaner #1.02

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
1. Drive car to cleaning area	PS10	PS15	PS11		
a. Identify correct car to be moved	PS10	PS12	PS14	D	3
b. Verify correct car with supervisor	PS14	PS13	SS1	S	4
c. Open car door	PS11	PS12	PS13	R	5
d. Remove keys from visor	PS14	PS11	PS13	R	5
e. Insert keys into ignition	PS10	PS11	PS12	M	4
f. Turn ignition for starting	PS15	PS11	PS12	M	4
g. Check in all mirrors for other vehicles or barriers in the area	PS15	PS14	PS12	D	3
h. Place car into drive	PS15	PS14	PS13	M	4
i. Accelerate slowly to cleaning area	PS15	PS10	PS11	M	3
j. Apply brake at cleaning area	PS12	PS14	PS11	M	3
K. Place car in park - engage emergency brake	PS14	PS12	PS13	M	4
1. Turn off ignition	PS15	PS14	PS13	M	4
2. Clean interiors using broom or vacuum	PS11	T17	T16		
a. Obtain cleaning materials	PS14	PS13	PS12	R	4
b. Decide what areas need cleaning	PS14	PS12	PS10	D	3
c. Remove all papers/trash and mats	PS12	PS13	T16	M	4
d. Turn on vacuum	PS13	PS15	T16	R	5
e. Vacuum floors of auto	PS10	PS14	T16	M	3
f. Vacuum all upholstery of auto	PS14	PS11	PS10	M	3
g. Observe results, repeating steps if necessary	T16	T17	PS14	D	2
3. Scrub interiors with cleaner	PS11	PS13	PS10		
a. Mix cleaning solution materials	A19	PS13	PS15	R	3
b. Pour cleaning solution onto applicator	PS11	PS10	PS15	M	4
c. Apply cleaning solution on seats, carpet, dash, etc.	PS13	PS15	PS10	M	3

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Auto Interior Cleaner #1.02

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
3. Scrub interiors with cleaner (cont'd)					
d. Wipe cleaning solution off of items	PS11	T17	PS14	M	4
e. Rinse items with clean, wet rag	PS13	PS12	PS14	M	4
f. Observe results, repeating steps if necessary	PS12	T16	PS11	D	2
g. Wipe items with dry rag	PS11	T16	T17	M	4
h. Spray polish on vinyl seats and dash	A19	PS13	PS10	M	4
i. Shine seats, dash with rag	PS10	PS14	T16	M	3
4. Wash windows with cleaning compound	PS11	T16	T17		
a. Mix appropriate materials for cleaning solution	A19	PS13	PS14	R	3
b. Pour cleaning solution into applicator	PS11	PS10	PS14	M	4
c. Spray window with cleaning solution	T17	PS11	T16	M	4
d. Wipe windows clean and dry	T17	PS11	TF6	M	3
e. Observe results, repeating steps if necessary	PS10	T16	PS13	D	3
5. Remove grease or oil from interior	PS11	T17	T16		
a. Identify areas soiled with grease or oil	PS14	T17	T18	D	4
b. Decide what cleaning solution should be used	PS12	PS13	PS14	D	2
c. Obtain appropriate materials	PS14	PS12	PS13	R	4
d. Apply cleaning solution to soiled area	PS15	PS13	T16	M	3
e. Wipe area until clean	T16	PS11	T17	M	3
f. Observe results, repeating steps d and e if necessary	PS12	T16	T17	D	2

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving

*** LD - Learning Difficulty: 1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy

17

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Auto Interior Cleaner

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
6. Wash motor with special solvent	PS15	PS13	A19		
a. Obtain materials needed	PS14	PS12	PS13	R	4
b. Mix solvent with water	A19	PS15	PS13	R	3
c. Apply solvent to motor	PS15	PS11	PS10	M	3
d. Remove sirt with brush	T16	PS15	T17	M	3
e. Rinse with water	PS13	T16	PS11	M	4
f. Observe results, repeating if necessary	PS12	T16	PS13	D	2
7. Clean out the trunk	PS11	T16	T17		
a. Insert key into trunk lock	PS12	PS11	PS10	M	4
b. Open trunk lid	PS11	PS13	PS15	R	5
c. Examine trunk for cleaning	PS12	PS14	PS11	D	3
d. Remove all paper and trash from trunk	T17	T16	PS12	M	4
e. Discard all waste items	PS14	PS13	T17	M	5
f. Remove any type of carpeting	PS14	PS13	P[illegible]12	M	4
g. Sweep trunk with broom	T16	T17	PS10	M	3
h. Push dirt onto dust pan	PS13	PS11	PS10	M	3
i. Discard dirt	PS12	PS14	PS13	M	5
j. Sweep trunk with vacuum	PS13	PS15	PS12	M	3
k. Sweep carpeting with vacuum	PS13	PS15	PS12	M	3
l. Replace carpeting	PS14	PS13	PS10	M	4
8. Scrub and paint the trunk if necessary	PS11	T16	T17		
a. Apply cleaning solution to trunk	PS15	PS13	PS12	M	4
b. Wipe trunk clean with sponges	PS11	T16	T17	M	3
c. Allow trunk to dry completely	PS12	PS13	PS14	D	4
d. Sand some areas	PS13	PS15	PS10		
e. Clean sanded area	PS11	PS15	PS98		
f. Primer	PS11	PS15	T16		
g. Open painting materials	PS11	PS12	PS13	M	4
h. Mix paints	PS11	T16	PS14	M	3

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

TASK DETAILING SHEET

Community Job: Auto Interior Cleaner #1.02

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
8. Scrub and paint the trunk if necessary (cont'd)					
f. Dip brush into paint	PS10	PS11	PS13	M	4
g. Wipe excess paint off brush	PS11	PS10	PS12	D	4
h. Apply paint to trunk surface	T16	PS11	PS10	M	3
i. Repeat steps until completed	T16	T17	PS14	R	3
j. Allow trunk to dry completely	TF9	PS12	PS13	D	4
k. Clean brush	PS12	PS11	PS14	M	3
l. Take remaining supplies to cleaning area	PS14	PS13	SS3	M	3

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

COMMUNITY JOB TASK ANALYSIS

Community Job: Bus Cleaner #1.03

CRC Reference: Cluster #1

D.O.T. Reference: Any Industry #709.887

General Description: To perform such duties as emptying ash trays and waste baskets, washing windows and seats, vacuuming seats and floors, and washing the bus exterior.

Job Tasks	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	P	I	L**
1. Empty ash trays	T16	T17	TF6	2	3	4
2. Empty waste baskets	T16	T17	TF6	5	3	4
3. Wash windows	PS10	T16	T18	5	1	1
4. Vacuum the bus seats and floor	T16	T17	SS3	5	4	4
5. Wash outside of bus	T18	PS15	TF6	5	3	3

* Refer to the Employability Curriculum for further work/skill training exercises.

** Employability task performance information includes the following:
P-Performance Frequency, I-Importance Level, L-Learning Difficulty
(Rating Scale: 1-Very High, 2-High, 3-Moderate, 4-Low, 5-Very Low)

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Bus Cleaner #1.03

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
1. Empty ash trays	T16	T17	TF6		
a. Gather supplies	PS14	SS1	A19	M	4
b. Get large trash basket	T18	PS14	SS3	D	4
c. Pull out trays	PS11	T16	TF6	M	5
d. Empty trash into large container	T18	TF6	SS3	M	5
e. Wipe out ash trays	PS11	PS10	T16	M	4
f. Replace ash trays	PS11	T16	SS3	M	4
g. Put large trash container in proper place	T18	PS13	PS10	M	4
h. Replace supplies	PS12	PS14	PS10	M	4
i. Continue until all trays are empty	TF6	TF9	T16	M	4
2. Empty waste baskets	T16	T17	TF6		
a. Empty trash into large bags	PS11	SS3	TF6	M	5
b. Wipe cans with wet rag	PS10	PS11	T17	M	4
c. Spray inside baskets with disinfectant if needed	PS12	PS10	PS11	D	4
d. Replace trash cans in proper places	PS14	PS10	T16	M	4
e. Empty large trash bags	T18	PS12	SS3	M	5
3. Wash windows	PS10	T16	T18		
a. Prepare cleaning solution, supplies	PS13	PS12	PS10	D	4
b. Choose proper washing tool	PS12	PS11	SS3	D	4
c. Wipe entire window	PS10	PS11	PS13	M	4
d. Wipe entire window using squeegee	PS12	PS10	PS11	M	4
e. Wipe end of squeegee after each stroke	PS13	PS14	PS11	M	4
f. Work from top to bottom	PS13	PS14	PS12	M	4
g. Wipe around edge of window	PS10	PS11	PS13	M	4
h. Replace tools and supplies	PS13	PS14	PS11	M	5

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Bus Cleaner #1.03

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
4. Vacuum the bus seats and floor	T16	T17	SS3		
a. Prepare vacuum cleaner	PS11	PS12	PS13	M	4
b. Find outlet nearest to area to be swept	PS12	PS14	SS3	R	4
c. Plug in cord; turn on vacuum	PS11	PS15	PS13	M	5
d. Vacuum floor area	PS10	PS13	PS11	M	4
e. Vacuum seats with back and forth motion	PS13	PS11	PS10	M	5
f. Turn off and remove plug	PS11	PS15	PS14	M	4
g. Repeat steps until entire area is swept	PS14	PS10	T16	M	4
5. Wash outside of bus	T18	PS15	TF6		
a. Gather supplies	PS14	PS12	PS13	M	4
b. Mix water and cleaning solution	PS13	PS10	PS14	D	4
c. Hose bus down	PS11	PS13	TF6	M	5
d. Wipe bus with cloths and cleaning solution	PS13	PS15	T16	M	4
e. Hose bus down again	T16	PS11	PS13	M	5
f. Dry bus with cloths	T16	PS13	PS15	M	4
g. Hose tires	PS10	T16	SS3	M	4
h. Scour tires if needed	PS14	PS13	TF6	D	4
i. Rinse off tires; dry	PS10	T16	SS3	M	4
j. Replace supplies	PS14	PS13	TF6	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

COMMUNITY JOB TASK ANALYSIS

Community Job: Cart Person #1.04

CRC Reference: Cluster #1

D.O.T. Reference: Medical Services #355.878

General Description: To assist in preparing and delivering food trays to hospital patients and in performing any combination of duties on the tray line itself.

Job Tasks	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	P	I	L**
1. Load trays onto carts	PS10	PS11	PS15	2	2	4
2. Secure trays in place	PS11	PS15	T16	2	2	4
3. Push carts to appropriate floors	PS14	SS3	TF8	2	1	3
4. Open cart for dispensing of trays	PS13	PS10	SS3	3	4	4
5. Secure empty trays on cart	PS11	PS10	PS15	2	2	4
6. Push carts back to cafeteria	PS11	PS14	SS3	2	1	4
7. Remove empty trays	PS11	PS13	TF6	2	2	3
8. Wash out carts	SS3	PS9	PS10	5	3	3

* Refer to the Employability Curriculum for further work/skill training exercises.

** Employability task performance information includes the following:
P-Performance Frequency, I-Importance Level, L-Learning Difficulty
(Rating Scale: 1-Very High, 2-High, 3-Moderate, 4-Low, 5-Very Low)

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Cart Person #1.04

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
1. Load trays onto carts	PS10	PS11	PS15		
a. Push cart to loading area	PS11	PS14	SS3	M	5
b. Open cart doors for loading	PS14	PS11	SS3	R	4
c. Identify appropriate trays	PS14	PS12	PS10	D	3
d. Check tray numbers	A20	PS14	PS10	D	3
e. Place tray by number in correct slot on cart	A20	PS14	PS10	D	3
f. Return for additional trays	PS14	PS11	SS3	M	4
2. Secure trays in place	PS11	PS15	T16		
a. Check each try for correct positioning	PS13	PS10	PS11	D	3
b. Recheck each tray for appropriate number	PS14	A20	PS10	D	4
c. Close doors to cart	PS13	PS11	PS15	M	5
d. Secure and lock doors to cart	PS13	PS11	PS10	R	4
3. Push carts to appropriate floors	PS14	SS3	TF8		
a. Identify floor and wing cart is to be taken to	PS14	PS12	SS3	D	3
b. Guide carts to elevator	PS14	PS11	SS3	M	3
c. Push appropriate floor button	PS14	PS11	PS10	R	4
d. Remove cart from elevator	PS11	PS13	PS15	M	4
e. Push cart to wing	PS11	PS13	PS10	M	3
f. Station cart for removal of trays	PS14	PS15	PS10	M	4
4. Open cart for dispensing of trays	PS13	PS10	SS3		
a. Unlock doors of cart	PS11	PS13	PS10	D	3
b. Open doors for removal of trays	PS11	PS13	PS15	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Cart Person #1.04

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
5. Secure empty trays on cart	PS11	PS10	PS15		
a. Check to see if all trays are on cart	PS14	SS3	PS12	D	4
b. Ask aides to return trays used on the floor	SS1	SS2	PS12	S	3
c. Check each tray for correct positioning	PS10	PS13	PS11	D	3
d. Close doors of cart	PS13	PS11	PS15	M	5
e. Secure and lock doors on cart	PS13	PS11	PS10	M	4
6. Push carts back to cafeteria	PS11	PS14	SS3		
a. Examine cart to make sure door is locked	PS12	PS14	PS10	D	4
b. Guide cart to elevator	PS11	TF6	PS14	M	3
c. Push appropriate floor button	PS12	PS14	PS10	R	4
d. Remove cart from elevator	PS11	SS3	PS15	M	4
e. Push cart to cafeteria	PS11	PS14	TF6	M	3
f. Station cart for removal of trays	PS14	PS15	PS10	M	4
7. Remove empty trays	PS11	PS13	TF6		
a. Unlock cart	PS11	PS13	PS10	R	4
b. Open doors for removal of trays	PS11	PS13	PS15	M	4
c. Remove each tray from cart	PS11	PS10	PS14	M	4
d. Place each tray in dishwashing area	PS11	PS14	PS10	M	3
8. Wash out carts	SS3	PS9	PS10		
a. Decide what cleaning materials are needed	PS12	PS14	PS10	P	3
b. Gather cleaning materials	PS12	PS14	PS11	R	4
c. Wipe each rung	PS13	PS11	PS10	M	3
d. Dry each rung	PS11	PS10	PS13	M	3

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

TASK DETAILING SHEET

Community Job: Cart Person #1.04

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
8. Wash out carts (cont'd)					
e. Disinfect cart if necessary	PS12	PS10	PS11	D	3
f. Clean doors and outside of cart	PS11	PS13	PS10	M	4
g. Lock cart for storage	PS12	PS11	PS10	R	4
h. Guide cart to storage area	PS14	PS10	PS11	M	3
i. Return cleaning materials to storage	PS14	PS11	SS3	R	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

COMMUNITY JOB TASK ANALYSIS

Community Job: Carton Assembler #1.05

CRC Reference: Cluster #1

D.O.T. Reference: Any Industry #706.887

General Description: To fold, glue, stitch, staple, stencil, and stack cartons; to perform other duties necessary to keep work area safe and clean and maintain machines and equipment.

Job Tasks	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	P	I	L**
1. Fold on scored lines	PS11	PS10	SS3	1	1	4
2. Glue cartons	PS11	PS10	SS3	2	2	3
3. Stitch and staple	PS13	PS11	PS15	2	2	3
4. Stencil cartons	PS13	PS11	SS3	2	2	4
5. Stack cartons	T17	PS11	A21	2	2	4
6. Use a form (Mandrel)	PS13	PS11	TF6	3	2	4
7. Run assembly machine	T17	T18	SS3	1	1	3
8. Group according to size	PS12	PS13	SS3	1	2	4
9. Label cartons	PS11	TF6	PS12	2	2	4

* Refer to the Employability Curriculum for further work/skill training exercises.

Employability task performance information includes the following:
P-Performance Frequency, I-Importance Level, L-Learning Difficulty
(*Rating Scale: 1-Very High, 2-High, 3-Moderate, 4-Low, 5-Very Low*)

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Carton Assembler #1.05

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
1. Fold on scored lines	PS11	PS10	SS3		
a. Lift unfolded carton from pile	T18	PS13	PS10	M	4
b. Place unfolded carton on work area	PS13	PS14	PS11	M	4
c. Put in proper position	PS13	PS10	PS14	M	4
d. Fold each scored section in systematic fashion	PS11	SS3	PS10	M	3
e. Remove folded carton from work area	PS11	PS15	T18	M	4
2. Glue cartons	PS11	PS10	SS3		
a. Lift unglued carton to work area	T18	PS13	PS11	M	4
b. Place carton on work area	PS13	PS14	PS11	M	4
c. Apply glue to desired areas	PS11	PS13	PS14	M	3
d. Secure flaps in systematic fashion	PS14	T16	PS10	M	3
e. Remove glued carton from work area	SS3	PS11	PS15	M	4
3. Stitch and staple	PS13	PS11	PS15		
a. Lift unstitched carton to work area	T16	T17	PS11	M	4
b. Place carton under stitching device	PS15	PS13	PS10	M	4
c. Turn on the machine	PS13	PS15	SS1	M	4
d. Push foot pedal for each desired seam	SS1	TF6	PS13	M	3
e. Rotate box for next desired seam	SS1	TF6	PS11	M	3
f. Remove stitched box from work area	SS3	PS11	PS13	M	4
g. Turn machine off	PS13	PS15	SS1	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

TASK DETAILING SHEET

Community Job: Carton Assembler #1.05

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
4. Stencil cartons	PS13	PS11	SS3		
a. Lift unstenciled box to work area	T18	PS13	PS10	M	4
b. Place stencil on desired area	PS14	PS13	PS12	M	3
c. Apply proper amount of marking substance over stencil	SS1	TF6	PS13	M	3
d. Carefully remove stencil from carton	PS11	PS13	TF8	M	3
e. Remove stenciled carton from work area	SS3	PS13	PS15	M	4
5. Stack cartons	T17	PS11	A21		
a. Lift completed carton from assembly area	TF8	T18	TF6	M	4
b. Carry completed carton to stacking area	T18	PS13	TF8	M	4
c. Cross stack boxes	A20	T18	TF6	M	3
d. Return to assembly area; repeat above procedures for the remaining cartons	PS14	T17	T16	M	4
e. Count cartons desired in each stack	A20	PS12	SS3	P	3

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

COMMUNITY JOB TASK ANALYSIS

Community Job: Dishwasher (Commercial) #1.06

CRC Reference: Cluster #1

D.O.T. Reference: Hotel & Restaurant #318.887

General Description: To collect and prepare utensils and dishes for washing, to operate dishwasher, and to clean tray line and work area.

Job Tasks	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	P	I	L**
1. Operate dishwasher	PS10	PS15	SS3	4	3	2
2. Pick up used utensils	SS3	PS12	PS14	2	1	3
3. Pack dishwasher	PS14	PS15	PS10	3	1	1
4. Stack plates, forks, etc. in bins	PS15	PS14	PS10	2	1	1
5. Clean tray line and work area	SS3	PS14	PS13	1	3	2
6. Transport used utensils	PS13	PS15	T18	2	3	3
7. Rinse soiled utensils	TF6	PS12	PS10	2	3	3
8. Prepare utensils for other cycles	PS14	PS12	PS12	2	2	2
9. Empty dishwasher	T18	PS15	PS10	3	3	4
10. Clean floor	T18	SS3	TF6	1	3	2
11. Clean sink	PS13	PS10	T18	1	3	2
12. Clean counter	PS13	TF6	T18	1	3	2
Other Related Tasks						
13. Care for uniforms	PS12	PS14	SS3	1	2	3
14. Wear a clean hairnet each day if required	SS3	SS4	PS14	1	3	3
15. Arrive at work on time	TF8	PS13	TF7	5	1	2
16. Return from breaks on time	TF7	A20	PS14	4	1	2
17. Use time clock	A20	TF7	PS10	5	3	3
18. Standing, bending, lifting, walking	T18	T17	PS12	1	1	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** Employability task performance information includes the following:
P-Performance Frequency, I-Importance Level, L-Learning Difficulty
(Rating Scale: 1-Very High, 2-High, 3-Moderate, 4-Low, 5-Very Low)

TASK DETAILING SHEET

Community Job: Dishwasher (Commercial) #1.06

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
1. Pick up used utensils	SS3	PS12	PS14		
a. Get empty pick-up container	PS14	T18	PS15	M	4
b. Gather used dishes/ utensils	PS15	PS14	PS12	M	4
c. Put utensils into container	PS14	PS13	PS12	M	4
d. Take filled container to dish room	T18	PS14	TF6	M	4
e. Put container on counter for loading	T18	PS15	PS14	M	4
2. Pack dishwasher	PS14	PS15	PS10	M	4
a. Take dishes/utensils from pick-up container	PS13	PS12	PS11	M	4
b. Put into appropriate areas of dish-washer	PS9	T18	PS14	D	2
c. Put silverware into appropriate are of dishwasher	T16	PS11	PS14	M	2
d. Adjust dishes/utensils to util.. maximum capacity	PS13	PS15	T18	M	2
e. Rinse dishes, silverware	PS14	T16	PS11	M	3
3. Operate dishwasher	PS10	PS15	SS3		
a. Shut door on machine	PS14	PS10	SS3	M	3
b. Check detergent level	PS12	PS10	SS3	D	2
c. Turn machine on	A19	SS3	PS10	M	4
d. Open door when cycle is complete	A19	PS14	PS15	M	4
e. Remove cleaned dishes	PS15	T18	PS12	M	4
f. Check to see if cleaned	PS12	PS10	PS13	D	3
4. Stack plates, forks, etc. in bins	PS15	PS14	PS10		
a. Remove washed dishes from tray line	PS11	PS15	T16	M	4
b. Put dishes of same size in bins	A20	PS14	PS15	D	3
c. Put forks of same size in bins	PS14	PS11	T16	D	3
d. Put spoons of same size in bins	PS14	PS11	T16	D	3
e. Put pitchers and glasses in bins	PS14	PS15	PS11	D	3

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Dishwasher (Commercial) #1.06

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
5. Clean tray line and work area	SS3	PS14	PS13		
a. Clean out sink of large debris	T18	PS12	PS15	M	4
b. Scour sink if necessary	PS13	PS12	SS3	M	4
c. Wipe tray line clear of large debris	SS3	PS13	T18	M	4
d. Get bucket from storage area	PS14	T18	PS13	M	3
e. Fill bucket with water	PS12	PS14	PS13	M	3
f. Put solution in water	PS14	PS12	PS13	D	3
g. Clean floor with mop and solution	T18	PS13	PS10	M	2
h. Dry floor with mop	T18	PS15	PS13	M	3

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

COMMUNITY JOB TASK ANALYSIS

Community Job: Dishwasher/Houseworker (Domestic) #1.07

CRC Reference: Cluster #1

D.O.T. Reference: Hotel & Restaurant #318.887

General Description: To help with housecleaning tasks and dishwashing tasks in a private home under close supervision, including washing, scrubbing, cleaning, waxing, and vacuum cleaning.

Job Tasks	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	P	I	L**
1. Wash dishes by hand	SS3	PS11	T17	3	3	4
2. Wash dishes by machine	PS10	PS15	SS3	4	3	2
3. Scrub floors	PS11	T16	T18	5	3	2
4. Clean kitchen and bathroom sinks	T16	T17	SS3	5	3	3
5. Wax furniture	T16	T17	SS3	5	3	3
6. Run vacuum cleaner	PS15	T16	T17	5	3	3
7. Dust furniture	SS3	T16	T17	5	3	3
8. Empty trash	SS3	T16	T17	5	3	4
9. Clean off table	SS3	T16	T1-	3	4	4
10. Clean off plates	SS3	T16	T17	3	4	4
11. Put dishes away	SS3	T16	T17	3	3	2
12. Wash windows	SS3	PS15	PS11	5	3	3
13. Empty ash trays	SS3	T16	T17	5	2	3
14. Water plants	SS3	PS12	PS10	5	4	3
15. Wash dirty clothes	SS3	PS10	PS13	5	3	2
16. Dry clothes	SS3	T18	T16	5	3	2
17. Clean tub/shower	SS3	T18	T17	5	3	3
18. Make beds	SS3	T17	T18	5	2	2
19. Wash walls	SS3	PS15	T18	5	3	2
20. Sweep porches	SS3	T16	T17	5	3	3
21. Straighten up and arrange rooms	SS3	PS12	T18	5	2	2
22. Sew on buttons, mend, etc.	SS3	PS15	PS11	5	3	1
23. Clean toilet bowl	SS3	PS15	PS11	5	3	3
24. Prepare basic lunches	SS3	PS12	SS4	3	2	2
25. Answer phone	SS3	SS1	SS2	5	2	1
26. Take messages	SS3	SS1	SS2	5	2	1

* Refer to the Employability Curriculum for further work/skill training exercises.

** Employability task performance information includes the following:
P-Performance Frequency, I-Importance Level, L-Learning Difficulty
(Rating Scale: 1-Very High, 2-High, 3-Moderate, 4-Low, 5-Very Low)

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Dishwasher/Houseworker (Domestic) #1.07

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
1. Wash dishes by hand	SS3	PS11	T17		
a. Plug sink with stopper	SS3	PS14	PS11	M	4
b. Run hot and cold water in sink	PS15	PS9	PS12	M	4
c. Add detergent	PS12	PS11	PS13	D	2
d. Put dishes, pots, pans in water	PS11	PS12	PS15	M	3
e. Wash dishes, et-. with dish cloth	PS15	T16	SS3	D	2
f. Rinse dishes	PS15	T16	SS3	M	3
g. Put dishes in drying rack	PS15	PS11	SS3	M	4
2. Wash dishes by machine	PS10	PS15	SS3		
a. Scrape dishes	PS14	T16	PS11	M	3
b. Rinse dishes	PS14	T16	PS11	M	3
c. Load utensils/dishes/glassware in appropriate bin	PS13	PS12	PS11	M	4
d. Load detergent	PS12	PS10	SS3	D	2
e. Select appropriate cycle	PS12	PS10	SS3	M	4
f. Check to see if clean	PS12	PS10	PS13	D	3
3. Scrub floors	PS11	T16	T18		
a. Determine if floor needs washed	PS12	SS3	PS13	P	2
b. Obtain bucket, water, mop. detergent	PS13	PS11	SS3	R	4
c. Add detergent to water	PS13	PS11	SS3	R	4
d. Put mop into water and detergent	PS11	T16	T18	R	4
e. Squeeze out excess water from mop	PS11	T16	T18	M	4
f. Put mop on floor and scrub	PS11	T16	T18	M	2
g. Inspect for dirty areas	PS12	PS10	SS3	D	2
h. Get bucket of clean water	PS12	PS11	SS3	M	3
i. Rinse floor with mop and clean water	T16	T17	PS13	M	2
j. Put mop and bucket away	PS13	PS14	SS3	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

TASK DETAILING SHEET

Community Job: Dishwasher/Houseworker (Domestic) #1.07

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
4. Clean kitchen and bathroom sinks	T16	T17	SS3		
a. Determine if needs cleaned	PS12	SS3	PS13	P	2
b. Get cleaning compound and rags	PS12	SS3	PS14	R	4
c. Wet surface to be cleaned	PS10	PS12	SS3	M	3
d. Put cleaning compound on surface	PS10	PS12	SS3	M	3
e. Rub surface with rag	T16	T17	T18	M	3
f. Rinse surface with clean water	T16	T17	SS3	M	3
g. Rinse out rag and put away	PS11	PS10	T17	M	3
h. Put cleaning compound away	PS13	PS14	SS3	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Dishwasher/Houseworker (Domestic) #1.07

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
5. Wax furniture	T16	T17	SS3		
a. Get dust cloths and wax	PS12	SS3	PS13	M	4
b. Remove items from tables, furniture	PS11	PS14	SS3	M	4
c. Dust furniture, tables, etc.	T16	PS11	SS3	M	4
d. Apply wax	PS12	PS13	T16	M	4
e. Wipe wax off	PS11	PS13	T16	M	4
f. Buff furniture with cloth until it shines	T16	T17	T18	D	3
g. Put items back on tables, furniture, etc.	PS13	PS14	SS3	R	2
6. Run vacuum cleaner	PS15	T16	T17		
a. Remove vacuum from storage area	PS14	PS13	SS3	M	4
b. Plug in vacuum	PS15	PS13	PS14	M	4
c. Turn vacuum on	PS15	PS13	PS14	M	4
d. Move vacuum back and forth	PS15	T18	T16	D	3
e. Move furniture and vacuum area	PS15	T18	T16	D	3
f. Empty bag if needed	PS12	PS13	SS3	P	2
g. Shut vacuum off	PS12	PS14	SS3	M	4
h. Return vacuum to storage area	PS13	PS14	SS3	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

COMMUNITY JOB TASK ANALYSIS

Community Job: Egg Sorter #1.08

CRC Reference: Cluster #1

D.O.T. Reference: Agriculture #529.687

General Description: To sort eggs by color, shape, weight, and description; and to candle, clean, and put eggs into cartons.

Job Tasks	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	P	I	L**
1. Sort by color	PS12	PS10	PS11	1	1	3
2. Sort out odd shapes	PS12	PS10	T16	1	1	2
3. Sort out broken and cracked eggs	T16	PS12	TF6	1	1	3
4. Sort out dirty eggs	PS12	PS10	TF6	1	2	2
5. Sort by size	PS12	PS10	TF6	1	1	1
6. Candle eggs	PS11	PS13	TF6	2	2	3
7. Spray candled eggs with oil	PS11	PS10	T16	1	3	4
8. Clean dirty eggs	PS11	T16	TF6	4	2	3
9. Sort by weight (Automatic System)	PS13	TF8	PS10	1	1	2
10. Unfold and set up cartons	T16	PS13	TF6	3	3	4
11. Fill cartons with eggs	PS11	T16	TF6	1	2	4
12. Put cartons into shipping container	T16	PS13	T18	2	2	4
13. Put containers into cooler	PS13	T18	T16	3	2	5
14. Prepare containers for shipping	T16	PS10	T17	4	3	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** Employability task performance information includes the following:
P-Performance Frequency, I-Importance Level, L-Learning Difficulty
(Rating Scale: 1-Very High, 2-High, 3-Moderate, 4-Low, 5-Very Low)

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Egg Sorter #1.08

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
1. Sort by color	PS12	PS10	PS11		
a. Take eggs to sorting area	T18	T16	PS14	M	5
b. Set eggs on sorter table	T18	T16	PS10	M	4
c. Sort eggs into groups by color	PS12	PS13	PS10	D	2
d. Put groups into carton by color	PS12	PS13	PS10	D	3
e. Close cartons	PS10	PS13	T16	M	5
f. Put cartons in correct area	PS13	PS14	PS10	D	4
2. Sort out odd shapes	PS12	PS10	T16		
a. Take eggs to sorting area	T16	T17	T18	M	5
b. Put eggs on sorting table	PS13	T16	T17	M	4
c. Pick out extra large eggs	PS12	PS13	T16	D	3
d. Pick out very small eggs	PS12	PS13	T16	D	3
e. Pick out irregular shapes	PS12	PS13	T16	D	2
f. Pick out rough shell eggs	PS12	PS13	T16	D	2
g. Put rejects in special container	PS12	PS13	T16	M	4
h. Put good eggs in containers	PS12	PS13	T16	M	4
i. Move containers to next area	T18	T16	PS10	M	4
3. Sort out broken and cracked eggs	T16	PS12	TF6		
a. Take eggs to sorting area	T16	PS13	TF6	M	5
b. Put eggs on sorting table	T16	PS13	TF6	M	4
c. Take broken eggs off table	PS12	T17	SS4	M	3
d. Put broken eggs in container	T16	PS13	SS4	M	3
e. Check eggs for cracks	PS10	PS11	T16	D	2
f. Put cracked eggs in container	PS11	PS10	T16	M	4
g. Put good eggs in container	PS11	PS10	T16	M	4
h. Move containers to next area	T18	T16	PS13	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Egg Sorter #1.08

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
4. Sort out dirty eggs	PS12	PS10	TF6		
a. Take eggs to sorting area	T18	T16	PS13	M	5
b. Put eggs on sorting table	T18	T16	PS13	M	4
c. Take out all clean eggs	PS12	PS10	T16	D	3
d. Put clean eggs in container	PS10	T16	PS12	M	4
e. Take dark eggs out of baskets	PS12	PS10	T16	D	2
f. Remove dirty eggs	PS12	PS13	T16	M	4
g. Take dirty eggs to wash area	PS12	PS13	T16	M	4
h. Take other eggs to next area	PS12	PS13	T16	M	4
5. Sort by size	PS12	PS10	TF6		
a. Take eggs to sorting area	T16	PS13	T17	M	5
b. Put eggs on sorting table	T16	PS13	T17	M	4
c. Select eggs by sight	PS12	T16	PS10	D	2
d. Put eggs through proper opening to sort	PS11	T16	T17	M	2
e. Put sorted eggs into cartons	PS11	T16	T17	M	3
f. Take cartons to next area	T16	T17	T18	M	4
6. Candle eggs	PS11	PS13	TF6		
a. Take eggs to candling area	T18	T16	PS13	M	5
b. Remove eggs from container	T18	T16	PS13	M	4
c. Turn on candling machine	PS11	PS15	PS13	M	4
d. Hold eggs in front of light	PS11	PS13	T16	M	4
e. Determine if egg is good	PS11	PS13	T16	D	2
f. Put candled eggs in proper group	PS12	PS11	T16	M	3
g. Put eggs in containers	PS13	PS10	T16	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Egg Sorter #1.08

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
7. Spray candled eggs with oil	PS11	PS10	T16		
a. Put eggs in area to be sprayed	PS11	PS10	T16	M	4
b. Fill machine with oil	PS11	PS13	PS10	M	3
c. Turn on machine	PS13	PS15	PS10	M	4
d. Spray eggs and rotate	PS11	PS10	TF6	M	3
e. Remove eggs to drying area	PS11	PS13	T16	M	4
f. Turn off machine	PS13	PS10	PS14	M	4
8. Clean dirty eggs	PS11	T16	TF6		
a. Take eggs to washing area	T18	T16	PS13	M	5
b. Put eggs in washing vat	T18	T16	PS11	M	4
c. Put cleaning solution in vat	PS13	PS10	PS14	M	3
d. Add water	PS10	T16	PS12	M	4
e. Wash with brush	T16	T17	PS11	M	3
f. Remove clean eggs	PS11	T16	PS12	M	3
g. Dry eggs	PS11	PS13	T16	M	3
h. Put dry eggs in cartons	PS10	PS11	T16	M	4
9. Sort by weight (Automatic System)	PS13	PS9	PS10		
a. Take eggs to weighing area	T18	T16	PS13	M	5
b. Put eggs on conveyor	T18	T16	PS13	M	4
c. Keep eggs moving on conveyor	T16	T18	PS13	M	3
d. Remove eggs from drops	T16	T18	PS13	M	3
e. Put eggs in cartons	T16	PS10	T18	M	3
f. Close and stack cartons	T16	PS10	T18	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

TASK DETAILING SHEET

Community Job: Egg Sorter #1.08

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
10. Unfold and set up cartons	T16	PS13	TF6		
a. Move flat cartons to packaging area	T18	T16	PS13	M	5
b. Take cartons off cart	T18	T16	PS13	M	5
c. Unfold cartons	T18	T16	PS13	M	4
d. Put cartons right side up	T18	T16	PS13	M	4
e. Set cartons in proper order	T18	T16	PS13	M	3
f. Put cartons on conveyor	PS13	T16	T17	M	3

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

COMMUNITY JOB TASK ANALYSIS

Community Job: Fruit and Berry Picker #1.09

CRC Reference: Cluster #1

D.O.T. Reference: Agriculture #404.887

General Description: To pick fruits and berries, sort, size, and grade produce; to load, package, and clean produce.

Job Tasks	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	P	I	L**
1. Pick products	T16	T18	PS12	1	4	4
2. Sort by size and quality	PS12	PS14	T16	2	2	3
3. Clean produce	PS11	PS13	T16	2	3	3
4. Package produce	PS13	PS11	T16	2	2	3
5. Load produce	T18	T17	PS15	2	2	3

* Refer to the Employability Curriculum for further work/skill training exercises.

** Employability task performance information includes the following:
P-Performance Frequency, I-Importance Level, L-Learning Difficulty
(Rating Scale: 1-Very High, 2-High, 3-Moderate, 4-Low, 5-Very Low)

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Fruit and Berry Picker #1.09

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
1. Pick products	T16	T18	PS12		
a. Locate and identify proper picking tools	PS12	SS1	PS14	R	4
b. Place ladder in safe position	PS14	PS15	T18	M	2
c. Identify produce that is ready for picking	PS12	PS11	T16	R	3
d. Handle products properly, without bruising them	PS11	PS10	T17	M	3
e. Put produce in baskets	PS11	PS12	TF6	M	3
f. Return tools to storage area	PS13	SS3	PS10	R	4
2. Sort by size and quality	PS12	PS14	T16		
a. Differentiate according to size	PS10	SS1	PS14	D	4
b. Differentiate according to color	PS10	T16	TF6	D	4
c. Differentiate according to weight	A20	PS12	PS10	D	3
d. Handle produce properly, without damaging	PS13	PS10	TF6	M	3
e. Count and record amount sorted	A20	A21	PS10	P	3
3. Clean produce	PS11	PS13	T16		
a. Locate and identify tools needed	PS12	SS1	PS10	R	3
b. Operate water supply for cleaning	PS13	PS10	PS12	M	3
c. Handle produce properly, without damaging	PS10	PS13	T17	M	3
d. Keep work area clear of potential hazards	SS4	PS13	PS15	D	4
e. Clean and return tools to proper storage area	PS10	PS13	PS14	R	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Fruit and Berry Picker #1.09

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
4. Package produce	PS13	PS11	T16		
a. Operate tape machine properly	PS11	PS13	TF6	M	4
b. Handle produce properly without damaging	PS11	PS10	TF6	M	3
c. Differentiate according to size and weight	PS12	PS13	TF6	D	2
d. Differentiate according to color	PS12	PS13	TF6	D	3
e. Count and record amount of produce packed	A20	PS10	PS13	P	2
5. Load produce	T18	T17	PS15		
a. Operate a hand truck	T18	PS13	T17	M	3
b. Operate a freight elevator	PS13	PS14	PS10	M	3
c. Stack packaged produce	T18	T17	TF6	M	3
d. Count and record amount loaded	A20	PS10	PS13	P	2
e. Handle packaged produce	PS11	PS10	T16	M	3

* Refer to the Employabilit/ Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

COMMUNITY JOB TASK ANALYSIS

Community Job: Garbage/Trash Collector #1.10

CRC Reference: Cluster #1

D.O.T. Reference: Motor Transportation #909.887

General Description: To empty garbage cans, run trash compactor and related equipment, and perform other similar duties necessary to collect and transport trash and garbage.

Job Tasks	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	P	I	L**
1. Empty garbage cans	T18	T17	PS15	1	1	4
2. Run trash compactor	PS15	SS3	T16	1	1	4
3. Count individual customer's containers	A20	PS14	PS10	1	1	4
4. Cover open truck	PS15	T18	SS5	1	1	4
5. Help another worker to lift heavy objects	T18	PS15	SS1	1	1	4
6. Follow a route	PS14	TF9	PS10	1	1	3
7. Take garbage to landfill	PS14	PS13	TF8	5	1	3

* Refer to the Employability Curriculum for further work/skill training exercises.

** Employability task performance information includes the following:
P-Performance Frequency, I-Importance Level, L-Learning Difficulty
(Rating Scale: 1-Very High, 2-High, 3-Moderate, 4-Low, 5-Very Low)

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Garbage/Trash Collector #1.10

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
1. Empty garbage cans	T18	T17	PS15		
a. Locate customers' garbage cans	PS14	PS10	PS13	R	3
b. Remove lid					
c. Carry cans to the garbage truck	T18	PS13	TF6	M	4
d. Empty the can into back of truck	T18	SS3	T16	M	4
e. Replace lid	PS11	TF6	PS10	M	4
f. Return can to correct owner	PS14	PS10	TF6	M	4
2. Run trash compactor	PS15	SS3	T16		
a. Decide when compactor is full enough to run	PS12	PS13	PS14	D	4
b. Locate the lever to run the compactor	PS14	SS3	PS10	R	4
c. Operate the lever to start compactor	PS14	PS13	PS10	R	4
d. Observe safety precautions when operating compactor	PS15	PS14	PS10	M	4
e. Turn compactor off	PS13	PS14	PS12	M	4
3. Count individual customer's containers	A20	PS14	PS10		
a. Count the containers for a particular customer	A20	PS10	PS14	P	4
b. Relate the number of cans verbally to another worker	SS1	SS2	PS10	S	4
c. Write the number in a log book by customer's name	A19	A20	PS10	M	4
d. Read the customer's name	A20	PS10	SS3	M	2
e. Recall the number of customer's cans if unable to record immediately	PS14	PS10	SS1	R	2

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

TASK DETAILING SHEET

Community Job: Garbage/Trash Collector #1.10

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
4. Cover open truck	PS15	T18	SS5		
a. Fasten the cover securely	PS11	PS10	PS15	M	3
b. Check to see the cover has not loosened	PS12	PS10	PS15	D	4
c. Remove the cover	PS11	PS13	PS15	M	4
d. Roll back cover to allow placement of additional garbage	PS12	PS11	PS15	M	4
e. Be sure cover is over all garbage enroute to landfill	PS10	PS13	SS5	D	4
5. Help one another to lift heavy objects	T18	PS15	SS1		
a. Obtain help when lifting extremely heavy objects	PS12	SS2	SS1	M	3
b. Show initiative to help fellow workers when needed	SS2	SS1	SS5	M	3
c. Assume proper body position before lifting heavy objects	PS14	PS13	PS12	M	3
d. Practice safety habits when lifting	PS15	PS14	PS13	M	3
e. Use a ramp to assist in lifting heavy objects onto truck	PS12	SS5	PS15	M	3

* Refer to the Employability Curriculum for further work/skill training exercises

** TP - Type of Performance: M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving

*** LD - Learning Difficulty: 1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy

Project EMPLOYABILITY
No. 0061-4C-81-D-3

COMMUNITY JOB TASK ANALYSIS

Community Job: Grass Cutter #1.11

CRC Reference: Cluster #1

D.O.T. Reference: Any Industry #407.884

General Description: To prepare lawns and machines, mow lawn, trim around trees, shrubs, walks, and buildings; to rake mowed area; to maintain and store equipment.

Job Tasks	Employability Curriculum* Work Trait Reference			P	I	L**
	1st	2nd	3rd			
1. Fill machine with fuel (if gas engine)	PS11	PS13	A19	4	2	2
2. Adjust height of machine	PS11	PS12	PS10	5	2	1
3. Remove obstacles from lawn	PS11	PS12	PS10	4	1	3
4. Start machine	PS11	PS13	PS15	3	2	2
5. Mow lawn area	PS11	PS13	T18	1	1	3
6. Trim around trees and shrubs	PS11	PS13	PS10	4	2	4
7. Trim around walks	PS11	PS13	PS10	4	2	4
8. Trim around buildings	PS11	PS13	PS10	4	2	4
9. Rake mowed area	PS11	PS12	PS13	3	3	3
10. Store tools	PS11	PS13	PS14	4	2	3

* Refer to the Employability Curriculum for further work/skill training exercises.

** Employability task performance information includes the following:
P-Performance Frequency, I-Importance Level, L-Learning Difficulty
(Rating Scale: 1-Very High, 2-High, 3-Moderate, 4-Low, 5-Very Low)

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Grass Cutter #1.11

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
1. Fill machine with fuel and check oil (if gas engine)	PS11	PS13	A19		
a. Get fuel from storage area	A19	PS13	PS12	R	5
b. Open fuel tank	PS11	A19	PS13	M	5
c. Put funnel in tank opening	PS11	PS10	PS13	M	5
d. Open fuel container	PS11	PS10	PS13	M	5
e. Put fuel in tank on machine	PS11	PS10	PS13	R	3
f. Remove funnel from tank	PS14	PS11	PS13	M	5
g. Put lid on tank	PS11	PS14	PS13	M	4
h. Put lid on fuel container	PS13	PS14	PS12	M	4
i. Put fuel and funnel in proper area	PS13	PS14	PS12	M	5
j. Check oil	PS11	PS13	PS19	M	3
2. Adjust height of machine	PS11	PS12	PS10		
a. Shut machine off	PS11	A19	PS13	M	5
b. Pull off spark plug wire	PS11	PS12	PS10	M	5
c. Select proper height	PS12	PS11	A19	P	4
d. Adjust each wheel to same setting	PS11	PS12	PS13	M	2
e. Replace plug wire	PS11	PS10	PS13	R	4
f. Start machine	PS11	A19	PS13	M	4
g. Check height of cut grass	PS12	PS13	PS14	D	3
3. Remove obstacles from lawn	PS11	PS12	PS10		
a. Remove toys from lawn	PS11	PS12	PS10	M	5
b. Pick up tools from lawn	PS11	PS12	PS10	M	5
c. Move furniture from area to be mowed	PS12	PS13	T18	M	3
d. Pick up debris from lawn	PS11	PS12	PS13	M	4
e. Put pets in house or kennel	PS12	PS13	PS14	M	4
f. Move sports equipment to sidewalk	PS12	PS13	PS14	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Grass Cutter #1.11

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
4. Start machine	PS11	PS13	PS15		
a. Check fuel level	PS12	PS13	PS14	D	5
b. Check oil level	PS12	PS13	PS14	D	3
c. Supply with oil/gas when necessary					
d. Set machine on start	A19	PS11	PS10	R	4
e. Get in proper position to start	A19	PS12	PS13	R	3
f. Pull start rope	T18	PS11	PS13	M	4
g. Adjust speed after starting	PS11	PS12	PS13	M	4
5. Mow lawn area	PS11	PS13	T18		
a. Select area to be mowed	PS12	PS13	PS14	D	3
b. Determine mowing pattern	PS12	PS14	PS13	P	2
c. Fuel mower	PS11	A19	PS10	M	4
d. Start mower	A19	PS13	PS11	M	4
e. Mow lawn by areas	PS13	PS14	PS10	M	3
f. Mow around edges and shrubs	PS13	PS14	PS10	M	4
g. Clean mower when finished	PS15	PS11	PS13	M	4
h. Store tools when finished	PS13	PS14	PS12	R	4
6. Trim around trees and shrubs	PS11	PS13	PS10		
a. Trim large areas with mower	PS12	PS10	PS13	M	3
b. Trim with grass shears	PS11	PS12	PS10	M	3
c. Pull grass and weeds by hand	PS12	PS13	PS10	M	4
d. Trim edge with a foot spade	PS10	PS11	PS13	M	3
e. Pick up trimmings	PS14	PS13	PS10	M	4
f. Mulch around base of plants	PS13	PS11	PS10	M	4
g. Store tools when finished	PS13	PS14	PS12	M	3
h. Dispose of trimmings	PS13	PS14	PS12	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Grass Cutter #1.11

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
7. Trim around walks	PS11	PS13	PS10		
a. Mow along walks and drives	PS13	PS14	PS10	M	5
b. Trim edge with edging tool	PS12	PS13	PS10	M	4
c. Cut along edge with foot spade	T18	PS10	PS13	M	3
d. Sweep walks and drive	PS13	PS10	PS14	M	5
e. Gather trimmings	PS14	PS13	PS10	M	4
f. Remove weeds by hand from cracks	PS11	T16	T17	M	4
g. Put tools away	PS13	PS14	PS12	M	3
8. Trim around buildings	PS11	PS13	PS10		
a. Mow as close to building as possible	PS12	PS13	PS14	M	3
b. Trim next to building with grass shears	PS11	PS10	PS13	M	3
c. Pull grass and weeds by hand	PS11	T17	T16	M	4
d. Pull weeds and cultivate mulched areas	PS11	PS12	PS13	M	4
e. Rake up trimmings	PS14	PS13	PS10	M	5
f. Put trimmings in trash container	PS13	PS14	PS12	M	4
g. Put tools away	PS13	PS14	PS12	M	4
9. Rake mowed area	PS11	PS12	PS13		
a. Rake heavy clippings on lawn	T17	T16	PS13	M	4
b. Rake away from buildings	PS12	T17	T16	M	4
c. Rake around edges and shrubs	PS12	T17	T16	M	4
d. Pick up trimmings	PS12	PS13	T17	M	4
e. Dispose of trimmings	PS13	PS14	PS12	M	5
f. Sweep walks and drive	T18	PS13	PS14	M	5
g. Store tools	PS13	PS14	PS12	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving

*** LD - Learning Difficulty: 1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Grass Cutter #1.11

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
10. Store tools	PS11	PS13	PS14		
a. Take tools to storage area	PS13	PS14	PS12	M	4
b. Wash mower when cool	PS13	PS14	PS12	M	3
c. Clean hand tools	PS13	PS14	PS12	M	3
d. Hang small tools in place	PS12	PS13	PS14	M	3
e. Put mower and large tools away	PS12	PS13	PS14	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving

*** LD - Learning Difficulty: 1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy

52

Project EMPLOYABILITY
No. 0061-4C-81-D-3

COMMUNITY JOB TASK ANALYSIS

Community Job: Packager #1.12

CRC Reference: Cluster #1

D.O.T. Reference: Any Industry #920.887

General Description: To use marking device and labels, scales, staple guns, and other similar machines and to pack materials and store supplies and materials in an orderly manner.

Job Tasks	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	P	I	L**
1. Use marking device and labels	A19	A21	PS10	2	1	2
2. Use scales	A20	A19	PS10	2	2	1
3. Use staple gun	PS15	PS13	PS11	2	2	2
4. Maintain supply of items to be packed	A20	A19	A21	2	2	3
5. Stack packaged materials	PS13	T18	T16	3	3	3
6. Count items	A20	PS10	PS13	3	2	1
7. Maintain supply of packing containers	A20	PS10	PS12	2	2	3
8. Use cutting devices	PS15	PS10	PS11	2	2	3
9. Operate an automatic packer	PS15	PS13	PS10	1	1	2
10. Operate other mechanical devices	PS15	PS13	PS10	2	1	3
11. Stand or sit for long periods of time	T17	T18	T16	1	1	3
12. Use bonding devices	PS13	PS10	PS11	2	2	2
13. Use time clock	A19	A20	A21	5	3	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** Employability task performance information includes the following:
P-Performance Frequency, I-Importance Level, L-Learning Difficulty
(Rating Scale: 1-Very High, 2-High, 3-Moderate, 4-Low, 5-Very Low)

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Packager #1.12

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
1. Use marking device and labels	A19	A21	PS10		
a. Get supply of labels	SS1	A19	A21	M	5
b. Load labeling device if one is used	PS10	PS13	PS15	R	2
c. Position labels on containers	A19	PS10	PS11	R	2
d. Press labels on containers	PS10	PS11	PS13	M	4
e. Check labels for proper seal	PS12	PS10	PS11	D	2
2. Use scales	A20	A19	A21		
a. Monitor counting device or scale	A20	PS10	PS13	M	3
b. Wait for audio or visual signal	T18	PS10	PS12	D	2
c. Shut off or turn on machine	PS10	PS12	PS13	M	3
d. Wait for package to be removed	T17	PS10	TF9	M	4
e. Repeat process	T16	T17	PS10	M	3
3. Use staple gun or bander	PS15	PS13	PS11		
a. Maintain supply of staples or bands	PS14	PS10	PS13	M	4
b. Load staple gun or bander	PS15	PS13	PS14	R	2
c. Position stapler or bander properly	PS14	PS13	PS15	D	2
d. Staple or band packages	PS15	PS10	PS11	M	2
e. Check to insure proper seal	PS13	PS12	PS10	D	3
f. Go to next package and repeat	PS13	PS14	TF6	M	4
4. Maintain supply of items to be packed	A20	PS10	PS13		
a. Locate items to be packed	PS14	PS10	A19	M	3
b. Position items for packing	T18	PS14	PS10	M	3
c. Load bin with items	T18	PS10	PS14	M	4
d. Maintain bin with items	PS14	PS10	PS13	M	4
e. Repeat process	T16	PS14	PS10	M	3

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Packager #1.12

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
5. Stack packaged materials	PS13	T18	T16		
a. Remove packed containers from storage stack	PS13	PS14	T18	M	4
b. Put containers on skids	T18	PS13	PS14	M	4
c. Pack skid efficiently	PS14	PS13	PS10	P	2
d. Take skid to loading dock	T18	PS10	PS13	M	3
e. Position skid for efficient unloading	PS10	PS13	T17	P	2
f. Return for more packed containers	PS14	PS13	PS10	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

COMMUNITY JOB TASK ANALYSIS

Community Job: Sanitation Worker #1.13

CRC Reference: Cluster #1

D.O.T. Reference: Any Industry #381.887

General Description: To assist in sweeping streets, cleaning sewers and drains, pest control, and other duties associated with such public service.

Job Tasks	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	P	I	L**
1. Sweep street	PS11	T16	T18	1	2	4
2. Clear street sewers	PS11	TF6	T18	1	2	4
3. Help maintain sewage plant	TF6	PS13	T17	1	2	3
4. Clean up sewage	TF6	T16	T17	1	2	4
5. Control rodents	PS15	PS10	PS13	1	2	2
6. Control mosquitoes	PS15	PS10	PS13	1	2	2

* Refer to the Employability Curriculum for further work/skill training exercises.

** Employability task performance information includes the following:
P-Performance Frequency, I-Importance Level, L-Learning Difficulty
(Rating Scale: 1-Very High, 2-High, 3-Moderate, 4-Low, 5-Very Low)

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Sanitation Worker #1.13

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
1. Sweep street	PS11	T16	T18		
a. Hold broom properly	PS11	T18	T16	M	4
b. Make proper sweeping movements	PS11	T16	T18	M	4
c. Shovel swept dirt into truck	TF6	T18	T16	M	4
d. Practice safety habits	PS14	T17	PS15	R	4
e. Check swept area	SS3	T17	T16	D	4
2. Clear street sewers	PS11	TF6	T18		
a. Use a shovel properly	PS11	TF6	T18	M	3
b. Open manholes	PS11	TF6	T18	M	3
c. Load rubbish onto truck bed	PS11	TF6	T18	M	4
d. Practice safety habits	PS14	PS10	T17	R	4
e. Help repair damaged sewers	PS11	TF6	SS5	M	2
3. Help maintain sewage plant	TF6	PS13	T17		
a. Cut grass	TF6	PS10	T18	M	4
b. Scrub floors	TF6	PS10	T18	M	4
c. Take samples to be tested	TF6	PS13	PS12	M	4
d. Run errands for technicians	TF6	TF8	PS10	M	4
e. Clean windows	TF6	PS10	PS15	M	4
4. Clean up sewage	TF6	T16	T17		
a. Shovel materials	TF6	T16	PS11	M	3
b. Operate a drain snake	T16	PS11	TF6	M	3
c. Help repair broken sewage lines	PS11	SS5	T18	M	2
d. Disinfect area where raw sewage has spilled	T16	PS15	TF6	M	3
e. Practice good personal hygiene after work	SS4	T17	PS15	R	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Sanitation Worker #1.13

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
5. Control rodents	PS15	PS10	PS13		
a. Practice safety habits	PS15	PS10	PS14	R	2
b. Use disinfectants and poisons properly	PS15	PS10	PS14	D	2
c. Operate a spray gun properly	PS10	PS15	PS14	M	3
d. Clean a spray gun	PS10	PS11	TF6	M	3
e. Practice good personal hygiene after work	SS4	PS15	T17	R	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving

*** LD - Learning Difficulty: 1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy

Project EMPLOYABILITY
No. 0061-4C-81-D-3

COMMUNITY JOB TASK ANALYSIS

Community Job: Site Clean-up #1.14

CRC Reference: Cluster #1

D.O.T. Reference: Any Industry #381.887

General Description: To pick up litter and materials, move and stack materials; to clean tools, equipment, grounds, and buildings; to load and unload trucks.

Job Tasks	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	P	I	L**
1. Pick up litter	SS3	PS13	PS10	2	2	4
2. Load materials on trucks, cart, etc.	T18	PS15	TF6	2	1	2
3. Unload equipment from trucks	T18	PS15	TF6	2	1	2
4. Clean tools and equipment	PS10	PS11	PS14	5	2	3
5. Drive truck for errands	TF8	PS15	SS3	4	1	3
6. Purchase materials needed	SS3	A20	PS12	5	2	3
7. Move equipment and materials to storage	T18	PS14	PS11	3	1	2
8. Move equipment and materials between worksites	T18	PS13	PS11	5	1	3

* Refer to the Employability Curriculum for further work/skill training exercises.

** Employability task performance information includes the following:
P-Performance Frequency, I-Importance Level, L-Learning Difficulty
(Rating Scale: 1-Very High, 2-High, 3-Moderate, 4-Low, 5-Very Low)

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Site Clean-up #1.14

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
1. Pick up litter	SS3	PS13	PS10		
a. Inspect area that needs cleaning	SS3	PS12	PS11	D	3
b. Note all waste and litter	SS3	PS12	PS11	D	4
c. Pick up litter and waste	T16	T17	PS11	M	4
d. Place waste in containers	PS13	PS14	T17	M	4
e. Empty containers when full	PS12	PS11	T18	M	4
2. Load materials on trucks, cart, etc.	T18	PS15	TF6		
a. Decide what material needs to be loaded	PS14	PS13	PS12	D	3
b. Set up ramp	T18	PS13	PS14	M	3
c. Lift equipment	T18	T16	T17	M	3
d. Carry equipment up ramp	T18	T16	PS15	M	3
e. Push equipment up truck ramp	T18	T16	PS15	M	3
f. Arrange equipment on truck	PS12	T18	PS13	M	3
g. Stack equipment	T18	PS13	TF6	M	4
h. Secure and fasten equipment	PS13	PS14	PS11	M	4
i. Pull ramp on truck for transporting	T18	PS15	PS11	M	4
3. Unload equipment from tucks	T18	PS15	TF6		
a. Unfasten and unsecure equipment	PS13	PS14	PS11	M	4
b. Lift equipment from truck	T18	T16	T17	M	3
c. Set up ramp	T18	PS13	PS14	M	3
d. Carry equipment down ramp	T18	T16	PS15	M	3
e. Push equipment down ramp	T18	T16	PS15	M	3
f. Return equipment to storage	T18	PS14	PS11	M	4
g. Arrange articles in storage	PS11	PS13	PS14		
h. Remove ramp from truck	T18	PS13	PS15	M	4
i. Store ramp in truck	T18	PS14	PS13	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Site Clean-up #1.14

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
4. Clean tools and equipment	PS10	PS11	PS14		
a. Decide what tools should be cleaned	PS12	PS13	PS14	D	3
b. Obtain cleaning materials	PS13	PS14	TF6	R	4
c. Mix cleaning solution	PS15	PS11	PS13	M	3
d. Apply cleaning solution to tools	PS11	PS13	PS14	M	3
e. Scrub all dirt and grease off	PS10	PS11	PS13	M	3
f. Rinse all tools	PS11	PS10	PS13	M	4
g. Dry tools completely	PS10	PS11	PS13	M	3
h. Oil tools when necessary	PS12	PS13	PS14	M	3
i. Store tools	PS14	PS13	PS11	M	4
j. Return cleaning materials	PS13	PS14	PS11	R	4
5. Drive truck for errands	TF8	PS15	SS3		
a. Open truck door	PS11	PS15	PS12	R	5
b. Obtain keys	PS14	SS3	PS15	S	4
c. Insert key into ignition	PS11	PS13	PS14	M	4
d. Turn ignition for starting	PS11	PS13	PS14	M	4
e. Check all mirrors for other vehicles	PS12	PS13	PS14	D	3
f. Place truck in drive	PS15	PS11	PS14	M	4
g. Accelerate slowly	PS11	PS15	PS9	M	3
h. Drive to destination using brakes when needed	PS15	PS9	PS14	M	3
i. Park truck	PS11	PS14	PS15	M	4
j. Turn off ignition	PS11	PS14	PS13	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving

*** LD - Learning Difficulty: 1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Site Clean-up #1.14

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
6. Purchase materials needed	SS3	A20	PS12		
a. Obtain a list of materials needed	TF7	PS14	A19	M	3
b. Obtain money or order for purchase	A21	A20	SS3	S	4
c. Ask storekeeper for assistance	SS1	SS2	SS4	S	4
d. Check list for items	A19	PS10	PS14	D	3
e. Give storekeeper correct amount of money	A20	SS2	SS3	P	2
f. Check materials to make sure they are correct	PS12	PS14	A19	D	3
g. Check for correct change and/or receipt	A20	PS10	SS3	P	2
h. Return to site with supplies	TF18	PS15	SS3	R	3

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

COMMUNITY JOB TASK ANALYSIS

Community Job: Sorter #1.15

CRC Reference: Cluster #1

D.O.T. Reference: Any Industry #222.687

General Description: Put or place materials into a machine, catch the product, and perform minimum maintenance operations.

Job Tasks	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	P	I	L**
1. Monitor sorting machine	PS10	PS13	PS15	2	3	3
2. Feed machine with materials	PS15	PS13	PS10	2	2	3
3. Place product containers under machine	PS10	PS14	PS11	2	2	3
4. Clean machine	PS15	PS10	PS13	5	3	3
5. Grease or oil parts of machine	PS15	PS10	PS13	5	4	3
6. Discriminate by size, color, texture, and shape	PS12	PS14	PS10	1	1	1
7. Turn sorting machine on and off	PS13	PS10	PS14	5	4	4
8. Lifting, bending, standing, walking	T16	T17	T18	1	1	4
9. Upper body gross dexterity	PS11	PS10	T18	1	1	3

* Refer to the Employability Curriculum for further work/skill training exercises.

** Employability task performance information includes the following:
P-Performance Frequency, I-Importance Level, L-Learning Difficulty
(Rating Scale: 1-Very High, 2-High, 3-Moderate, 4-Low, 5-Very Low)

63

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Sorter #1.15

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
1. Monitor sorting machine	PS10	PS13	PS15		
a. Determine if machine is functioning properly	PS10	PS15	PS13	D	s
b. Shut off machine if malfunction occurs	PS15	PS14	PS13	M	4
c. Correct malfunction if possible	PS15	PS14	PS13	P	1
d. Keep items from jamming machine	PS15	PS10	PS13	P	2
e. Remove any debris from sorter	PS15	PS10	PS13	M	4
2. Feed machine with materials	PS15	PS13	PS10		
a. Obtain containers of items to be sorted	PS13	SS3	PS14	M	5
b. Lift containers of items	PS11	PS13	PS10	M	5
c. Pour containers onto sorter	PS11	PS13	PS10	M	5
d. Spread out items, if necessary	PS11	PS13	PS10	P	2
e. Remove container from machine	PS11	PS13	PS10	M	5
f. Prepare to feed machine again	PS14	PS10	PS11	M	5
3. Put empty containers under machine to catch product	PS10	PS14	PS11		
a. Maintain ample supply of containers	PS14	PS10	PS13	P	3
b. Place container at end of machine	PS11	PS10	PS14	M	4
c. Wait for container to be filled	PS14	PS10	SS3	M	5
d. Remove filled container	PS11	PS10	PS13	M	5
e. Put container on skid for removal	PS11	PS10	PS13	M	4
f. Replace filled container with empty	PS11	PS10	PS13	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving

*** LD - Learning Difficulty: 1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy

64

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Sorter #1.15

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
4. Clean machine	PS15	PS10	PS13		
a. Obtain rags to clean machine	PS14	PS10	PS13	M	4
b. Wipe excess grease, oil, etc.	PS14	PS10	PS13	M	3
c. Wipe items on or around machine	PS12	PS10	PS13	M	4
d. Use cleaning solvent if necessary	PS13	PS10	PS15	M	3
e. Remove any parts of rags left on machine	PS14	PS15	PS10	M	4
f. Put used rags/waste in proper container	PS14	PS12	PS13	M	4
5. Grease or oil parts of machine	PS15	PS10	PS13		
a. Obtain grease gun, oiler	PS13	PS10	PS12	M	5
b. Locate grease fittings	PS14	PS12	PS10	P	2
c. Put grease guns on fittings	PS10	PS13	PS14	M	3
d. Operate grease gun	PS13	PS10	SS3	M	4
e. Locate areas to be oiled	PS12	PS14	PS10	P	2
f. Operate oiler	PS15	PS13	PS10	M	4
g. Put grease gun and oiler away in designated place	PS14	PS10	PS13	M	5

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

COMMUNITY JOB TASK ANALYSIS

Community Job: Stapler and Assembler #1.16

CRC Reference: Cluster #1

D.O.T. Reference: Any industry #692.885

General Description: To assist in document assembly, staple loading, stapling, counting, and stacking materials.

Job Tasks	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	P	I	L**
1. Assemble documents	PS13	PS11	T16	1	1	4
2. Load stapler	PS13	PS14	PS11	3	2	3
3. Staple documents	T16	PS13	PS11	1	1	4
4. Count by machine and/or by hand	A20	PS13	PS10	2	1	2
5. Stack materials	PS13	PS10	T16	4	3	3
6. Place in designated boxes/containers	PS13	PS14	T18	4	3	3

* Refer to the Employability Curriculum for further work/skill training exercises.

** Employability task performance information includes the following:
P-Performance Frequency, I-Importance Level, L-Learning Difficulty
(Rating Scale: 1-Very High, 2-High, 3-Moderate, 4-Low, 5-Very Low)

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Stapler and Assembler #1.16

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
1. Assemble documents	PS13	PS11	T16		
a. Gather correct documents	PS10	PS13	A19	D	4
b. Sequence documents per industry	A19	PS14	PS10	M	4
2. Load stapler	PS13	PS14	PS11		
a. Obstain stapling supplies	PS14	PS13	PS12	M	4
b. Open box of staples	PS13	PS11	PS14	M	4
c. Remove retaining spring	PS11	PS14	PS12	M	5
d. Place staples into stapler	PS11	PS13	PS10	M	5
e. Replace spring	PS11	PS13	PS10	M	4
f. Close stapler	PS11	PS13	PS10	M	4
3. Staple documents	T16	PS13	PS11		
a. Place documents in stapler	PS11	PS10	T16	M	5
b. Push stapler down	T16	T17	PS11	M	5
c. Remove paper from stapler	PS11	T16	T17	M	5
d. Check paper for proper stapling	PS10	PS11	PS12	D	3
e. If necessary, remove improper staples	PS12	PS11	PS10	M	4
f. Restaple document	PS12	PS11	PS10	M	4
4. Count by machine or by hand	PS10	PS12	T16	M	5
5. Stack materials	A20	PS13	PS10		
a. Pick up items from counting machine	PS13	PS10	T16		
b. Place items on clean table top	PS11	PS14	PS13	M	4
c. Sequence properly	PS12	PS13	T16	M	4
d. Count out desired numbers	A19	PS13	T16	M	4
e. Straighten paper	A20	T16	T16	D	4
f. Place in stacks	PS12	T16	T17	M	4
g. Place in designated container box	PS11	PS12	PS13	M	4
	PS11	PS13	T16	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

COMMUNITY JOB TASK ANALYSIS

Community Job: Street Department Laborer #1.17

CRC Reference: Cluster #1

D.O.T. Reference: Governmental Service #955.887

General Description: To help with street and road maintenance; remove debris, open drains, to use painting tools, mowers, and compressors, and/to load and unload trucks.

Job Tasks	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	P	I	L**
1. Use manual painting tools	PS12	PS13	PS14	5	2	3
2. Operate lawn mower properly	PS15	PS13	PS9	5	3	4
3. Load and unload trucks	T18	PS15	T16	4	2	4
4. Operate air compressors to paint	PS15	PS13	PS14	5	2	3
5. Place pylons on road	PS13	PS14	T16	5	4	4
6. Sweep streets	T17	T18	TF6	2	2	3
7. Set up and remove barricades	PS15	T18	PS9	5	2	4
8. Remove debris	PS12	PS15	T18	5	4	4
9. Repair roadway	PS15	PS13	PS14	5	3	4
10. Open drains	PS15	PS12	PS13	5	4	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** Employability task performance information includes the following:
P-Performance Frequency, I-Importance Level, L-Learning Difficulty
(Rating Scale: 1-Very High, 2-High, 3-Moderate, 4-Low, 5-Very Low)

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Street Dept. Laborer #1.17

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
1. Use manual painting tools	PS12	PS13	PS14		
a. Fit correct roller with frame	PS12	PS13	PS14	M	4
b. Select roller pan for roller brush	PS12	PS10	T17	D	4
c. Pour paint into pan	PS11	TF8	SS3	M	4
d. Spread paint on roller	PS11	PS13	PS10	M	4
e. Roll paint onto surface to be painted	PS11	PS10	PS13	M	4
f. Dip brush into paint can	PS11	PS10	PS13	M	4
g. Spread paint evenly on surface	PS11	PS10	PS13	M	4
h. Clean paint rollers and brushes when finished	PS13	PS14	SS3	M	4
2. Operate lawn mower properly	PS15	PS13	PS9		
a. Check oil level	PS10	PS12	PS13	D	4
b. Fill gas tank with gas	PS11	PS15	PS13	M	4
c. Check spark plug connection	PS10	PS12	PS9	D	4
d. Place start lever in start position	PS10	PS11	PS14	M	4
e. Place foot on mower	PS15	PS12	PS13	M	4
f. Pull starter cord	PS15	TF8	PS10	M	4
g. Set lever to run position	PS13	PS15	PS14	M	4
h. Cut grass in overlapping manner	SS3	PS10	PS12	M	3
3. Load and unload trucks	T18	PS15	T16		
a. Shovel material into trucks	T18	PS15	T17	M	4
b. Shovel material into loader	T18	PS15	T17	M	4
c. Load truck with loader	PS15	PS13	PS9	M	4
d. Climb onto truck	PS15	PS13	T18	M	4
e. Place material in truck by hand	PS15	T18	T16	M	4
f. Take material off truck by hand	PS15	T18	T16	M	4
g. Throw material off truck with shovel	PS15	T18	T16	M	4
h. Raise trunk bed and dump load from truck	PS15	PS13	PS10	M	4
i. Lower bed after dumping truck	PS15	PS13	PS10	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Street Department Laborer #1.17

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
4. Operate air compressors to paint	PS15	PS13	PS14		
a. Fill gas tank with gasoline	PS15	PS13	PS11	M	4
b. Check oil level	PS15	PS13	PS10	R	4
c. Check air hoses and connections	PS15	PS13	PS12	R	4
d. Check V-belts and pulleys	PS15	PS11	PS12	M	4
e. Start air compressor	PS15	PS13	PS12	M	4
f. Fill spray bowl with paint	PS15	PS11	PS12	M	4
g. Spray within defined area	PS15	TF6	SS3	M	4
5. Place pylons on road	PS13	PS14	T16		
a. Assemble pylons for distribution	T16	SS3	PS14	M	4
b. Take pylons off truck	PS15	PS13	T16	M	5
c. Walk behind truck with pylons	PS15	PS13	T16	M	5
d. Place pylons proper distances apart	PS14	PS10	PS15	D	3
e. Walk behind truck and gather up pylons	PS15	PS10	PS14	M	4
f. Replace pylons on truck	PS15	T16	T18	M	4
6. Sweep streets	T17	T18	TF6		
a. Select proper broom	PS12	SS3	PS13	D	4
b. Determine area to be swept	PS12	SS3	PS13	D	4
c. Pick up items too large to be swept	PS13	T18	PS15	M	4
d. Throw large items into trash can	PS12	T17	T18	M	4
e. Sweep small debris into a small pile	T16	T18	T17	M	4
f. Go to next unswept area	SS3	TF6	TF8	M	4
g. Sweep debris into another small pile	T16	T18	T17	M	4
h. Repeat steps until entire designated area is swept	SS3	T16	T17	M	4
i. Select proper shovel	PS12	SS3	PS13	D	4
j. Sweep debris into shovel	PS11	PS9	T17	M	4
k. Place shoveled debris into trash can	PS11	PS13	PS14	M	4
l. Repeat steps until all piles have been shoveled and debris removed	SS3	T16	T18	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Street Department Laborer #1.17

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
6. Sweep streets (cont'd)					
l. Put debris into trash can	PS11	PS9	T17	M	4
m. Replace broom and shovel	PS13	SS3	PS14	M	4
7. Set up and remove barricades	PS15	T18	PS9		
a. Determine area to be barricaded	PS12	PS14	PS13	D	3
b. Determine number of barricades needed	PS12	A20	PS14	D	4
c. Obtain barricades	PS14	PS15	PS13	M	4
d. Place barricades where needed	PS12	PS10	T17	D	4
e. Place flashing warning lights on barricades	PS15	PS13	SS3	M	4
f. Tie a rope from one barricade leg to another	PS11	SS3	PS13	M	4
g. Tie red (or white) ribbons on rope	PS11	SS3	PS13	M	4
h. Untie ribbons	PS11	SS3	PS13	M	4
i. Untie rope	PS11	SS3	PS13	M	4
j. Remove all flashing signs	PS13	PS9	T16	M	4
k. Reload all materials onto truck	PS15	PS10	PS13	M	4
8. Remove debris	PS12	PS15	T18		
a. Determine area to be cleaned	PS12	PS10	PS13	D	4
b. Pick up debris too large to be shoveled, raked, or swept	PS12	PS15	T18	M	4
c. Sweep debris into piles	T17	T18	T16	M	4
d. Sweep debris into shovel	PS9	PS11	SS3	M	4
e. Put debris into trash can	PS9	PS11	SS3	M	4
f. Replace tools in proper area	PS13	SS3	PS14	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Street Department Laborer #1.17

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
9. Repair roadway	PS15	PS13	PS14		
a. Locate portion of road to be fixed	PS12	PS14	PS13	D	4
b. Remove loose debris	PS15	T18	PS13	M	4
c. Shovel asphalt from back of truck into hole	PS15	T18	T17	M	4
d. Use rake to smooth asphalt	T18	T17	PS12	M	4
e. Permit asphalt to pack and smooth asphalt	T18	PS12	PS13	D	3
f. Sweep loose asphalt into shovel	T18	PS13	T17	M	4
g. Put loose asphalt into back of truck	T18	T17	SS3	M	4
h. Return shovel and rake to proper place	PS14	SS3	PS13	M	4
10. Open drains	PS15	PS12	PS13		
a. Determine drain to be opened	PS12	PS14	PS13	D	4
b. Raise lid to drain, using proper tools	PS12	PS15	PS13	M	4
c. Insert drain opening tool	PS15	PS13	T18	M	4
d. Remove drain opening tool	PS15	T18	PS13	M	4
e. Replace drain lid	PS15	T18	PS13	M	4
f. Return all tools to proper place	PS14	SS3	PS13	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving

*** LD - Learning Difficulty: 1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy

Project EMPLOYABILITY
No. 0061-4C-81-D-3

COMMUNITY JOB TASK ANALYSIS

Community Job: Vacuum Cleaner Person/Duster #1.18

CRC Reference: Cluster #1

D.O.T. Reference: Any Industry #389.883

General Description: To vacuum floors, blinds, carpets, dust walls, vents, furniture, blinds; and move furniture and maintain equipment.

Job Tasks	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	P	I	L**
1. Assemble vacuum cleaner	PS13	PS14	PS11	1	1	4
2. Vacuum venetian blinds	PS13	PS14	PS11	3	2	4
3. Move furniture	PS13	PS11	T18	1	1	4
4. Vacuum carpets	PS11	PS10	T18	1	1	4
5. Dust furniture and woodwork	PS11	PS10	SS3	1	1	4
6. Dust and vacuum corners and vents	T18	PS13	PS10	2	2	4
7. Spray and clean furniture and counter tops	PS13	PS14	PS11	2	2	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** Employability task performance information includes the following:
P-Performance Frequency, I-Importance Level, L-Learning Difficulty
(Rating Scale: 1-Very High, 2-High, 3-Moderate, 4-Low, 5-Very Low)

TASK DETAILING SHEET

Community Job: Vacuum Cleaner Person/Duster #1.18

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
1. Assemble vacuum cleaner	PS13	PS14	PS11		
a. Get vacuum cleaner and parts from storage space	PS14	PS13	PS10	M	4
b. Determine which attachments to use	PS12	PS14	PS13	D	4
c. Place attachments properly on vacuum	PS10	PS14	PS11	M	4
d. Put unneeded attachments away	PS13	PS14	PS11	M	5
e. Check bag in vacuum cleaner	PS13	PS14	PS12	M	4
f. Replace filled bag with new bag when needed	PS12	PS13	PS14	M	4
g. Throw away filled bags	PS13	PS10	PS11	M	4
h. Put vacuum cleaner and parts away	PS13	PS14	PS11	M	4
2. Vacumm venetian blinds	PS13	PS14	PS11		
a. Get vacuum cleaner and parts from storage space	PS14	PS13	PS10	M	4
b. Select proper attachments for vacuum	PS12	PS14	PS13	D	4
c. Plug in vacuum and turn on	PS11	PS10	PS15	M	4
d. Open blind completely backwards	PS11	PS13	PS14	M	4
e. Clean blinds with vacuum	PS11	PS13	PS14	M	4
f. Open blind completely forward	PS11	PS13	PS14	M	4
g. Clean blinds with vacuum	PS11	PS13	PS14	M	4
h. Wipe off with damp cloth	PS11	PS13	PS14	M	4
i. Check to see if clean	PS10	PS13	PS14	D	4
j. Open blinds	PS11	PS13	PS14	M	4
k. Turn off and unplug vacuum	PS15	PS13	PS14	M	4
l. Put vacuum cleaner and parts away	PS13	PS14	PS10	M	4
3. Move furniture	PS13	PS11	T18		
a. Clear area if needed	PS12	SS3	PS11	R	3
b. Pick up furniture	PS11	T18	SS3	M	2
c. Place furniture in center	PS11	T18	SS3	M	3
d. Sweep behind furniture	PS11	PS15	T19	M	4
e. Place furniture back in proper place	PS14	PS11	T18	M	2

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Vacuum Cleaner Person/Duster #1.18

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
4. Vacuum carpets	PS11	PS10	T18		
a. Prepare vacuum; check bag	PS13	PS14	PS12	M	4
b. Attach proper attachments	PS12	PS11	PS13	M	4
c. Adjust vacuum to proper level	PS12	PS14	PS13	M	4
d. Use outlet nearest area to be swept	PS12	PS15	PS11	R	4
e. Plug in cord; turn on vacuum	PS11	PS15	PS14	M	5
f. Vacuum area, using back and forth motions	PS11	PS10	T18	M	4
g. Turn off vacuum; unplug	PS11	PS15	PS14	M	5
h. Repeat steps as needed	T18	T17	T16	M	4
5. Dust furniture and woodwork	PS11	PS10	SS3		
a. Prepare supplies	PS12	PS13	PS14	M	4
b. Spray soft cloth	PS11	PS13	PS14	M	5
c. Wipe all shelving, ledges, tops	PS11	PS10	SS3	M	5
d. Take objects off furniture	PS11	PS15	PS10	M	4
e. Place them in safe place	PS11	PS15	PS12	M	4
f. Dust storage units	PS11	PS10	T17	M	4
g. Put items back in place	PS14	PS15	PS10	M	4
h. Return supplies	PS13	PS14	SS3	M	5
6. Dust and vacuum, corners and vents	T18	PS13	PS10		
a. Prepare supplies	PS12	PS13	PS14	M	4
b. Use dust mop with handle	PS11	PS13	PS10	M	4
c. Dust corners and vents	PS11	PS13	PS10	M	4
d. Get out vacuum cleaner and dust mop	PS14	PS15	PS10	M	4
e. Get proper vacuum attachment	PS12	PS14	PS15	D	4
f. Place attachment on vacuum	PS12	PS14	PS11	M	4
g. Plug in vacuum; turn on	PS15	PS13	PS14	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving

*** LD - Learning Difficulty: 1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Vacuum Cleaner Person/Duster #1.18

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
6. Dust and vacuum corners and vents (cont'd--)					
i. Use vacuum attachment to clean/remove dust from vents	PS11	PS10	PS13	M	3
j. Turn off vacuum cleaner and unplug	PS15	PS13	PS14	M	4
k. Put equipment away	PS13	PS14	PS11	M	4
7. Spray and clean furniture and counter tops	PS13	PS14	PS11		
a. Prepare supplies	PS12	PS13	PS14	R	4
b. Spray surface of furniture	PS11	PS10	SS3	M	4
c. Remove items from counter tops	PS11	PS15	PS10	M	5
d. Spray counter top to be cleaned	PS11	PS10	SS3	M	4
e. Wipe dry, using a soft cloth	PS11	PS10	PS14	D	4
f. Check for remaining dust	PS13	PS12	PS10	D	4
g. Spray and wipe again, if necessary	PS12	PS11	T17	D	4
h. Return items to tops of counters as before	PS15	PS14	PS11	D	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

COMMUNITY JOB TASK ANALYSIS

Community Job: Vehicle Washer #1.19

CRC Reference: Cluster #1

D.O.T. Reference: Any Industry #919.887

General Description: To remove dust, grease, and oil from exterior surfaces of vehicles, using spraying equipment, brush, or sponge.

Job Tasks	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	P	I	L**
1. Wash vehicles using detergent and sponges	PS10	PS13	SS3	2	1	2
2. Clean interior of vehicle	PS13	T17	PS12	4	2	3
3. Clean tires	PS13	PS10	SS3	2	1	2
4. Use window cleaner to clean windows	PS10	SS3	PS13	2	1	2
5. Remove tar, bugs, etc. with tar remover	PS10	PS13	TF6	4	3	2
6. Put hose on faucet	PS10	PS11	PS14	1	4	4
7. Attach washing device to hose	PS10	PS11	PS14	1	4	4
8. Fill bucket(s) with water	PS10	PS12	PS10	3	4	4
9. Return vehicles to designated area	PS14	PS15	PS10	4	1	1
10. Use time clock	TF9	TF7	PS10	5	3	3
11. Bending, stooping, climbing, walking	T17	T18	T16	1	1	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** Employability task performance information includes the following:
P-Performance Frequency, I-Importance Level, L-Learning Difficulty
(Rating Scale: 1-Very High, 2-High, 3-Moderate, 4-Low, 5-Very Low)

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Vehicle Washer #1.19

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
1. Wash vehicles using detergent and sponges	PS10	PS13	SS3		
a. Obtain bucket, sponges, detergent	PS14	PS10	SS3	D	3
b. Measure detergent and add to water	PS14	PS9	SS3	D	3
c. Wet vehicle	PS10	PS13	SS3	M	4
d. Dip sponge in water solution	PS11	PS13	TF6	M	4
e. Wash vehicle roof, hood, trunk, and sides	PS10	PS13	TF6	M	2
f. Rinse car with water	PS10	PS13	SS3	M	3
g. Check for dirty spots	PS10	PS14	SS3	D	2
h. Rewash dirty spots; rinse	T16	PS10	PS12	M	3
i. Wipe vehicle dry	PS10	PS13	SS3	M	3
2. Clean interior of vehicle	PS13	T17	PS12		
a. Open vehicle doors	PS10	PS11	SS3	M	4
b. Remove floor mats	PS10	PS11	SS3	M	4
c. Clean floor mats	PS10	PS13	SS3	D	3
d. Empty and clean ash trays	PS14	PS10	SS3	D	2
e. Replace ash trays	PS14	PS11	PS10	M	3
f. Vacuum rugs	PS10	PS11	SS3	M	2
g. Wipe dash and instrument panel with wet cloth; then dry	PS10	PS11	SS3	M	2
h. Replace mats	PS14	PS11	PS10	M	3
i. Close vehicle doors	PS14	PS11	PS10	M	4
3. Clean tires	PS13	PS10	SS3		
a. Obtain bucket and/or hose and sponge	PS13	PS10	SS3	M	4
b. Obtain cleaning compound and brush	PS13	PS10	SS3	M	4
c. Wet tires	PS13	PS14	SS3	M	4
d. Apply compound to tire	PS13	T17	T18	M	4
e. Scrub with brush until clean	PS13	T17	T17	M	4
f. Apply water and rinse	TF8	PS10	PS13	M	4
g. Wipe with sponge	PS10	PS14	T18	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Vehicle Washer #1.19

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
4. Use window cleaner to clean windows	PS10	SS3	PS13		
a. Obtain clean rags and cleaning solution	PS12	PS14	PS10	M	4
b. Wipe outside of windows with solution	PS10	PS13	PS11	M	2
c. Check for dirty areas	PS12	PS10	PS13	D	2
d. Reclean dirty areas	T16	PS10	PS12	D	2
e. Open doors	PS11	PS13	PS10	M	4
f. Wash and wipe inside of windows	PS10	PS11	PS13	M	2
g. Close doors	PS11	PS13	PS10	M	4
5. Remove tar, bugs, etc. with tar remover	PS10	PS13	TF6		
a. Obtain tar and bug remover, rag and/or brush	PS12	PS14	PS10	M	4
b. Pour remover on rag or brush	PS10	PS15	PS13	M	4
c. Locate areas to be cleaned	PS12	PS14	T16	P	3
d. Rub dirty areas until clean	PS11	T17	T18	D	3
e. Check for missed areas	PS12	PS10	T16	P	2
f. Rinse off solution and dirt	PS10	PS13	SS3	M	3
g. Dry areas	PS10	PS13	T18	M	3
h. Put tools away	PS14	PS10	PS12	P	2

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

COMMUNITY JOB TASK ANALYSIS

Community Job: Window Cleaner #1.20

CRC Reference: Cluster #1

D.O.T. Reference: Any Industry #389.887

General Description: To mix cleaning solutions, set up ladders, apply washing solutions, rinse, dry, and polish as is necessary to successfully clean windows.

Job Tasks	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	P	I	L**
1. Prepare cleaning solution	PS13	A19	A20	5	1	1
2. Fill applicators with solution	PS11	PS13	SS3	4	2	3
3. Gather materials needed	SS3	TF8	PS14	5	2	3
4. Take materials to job site	SS3	PS14	PS13	5	2	3
5. Set up ladders	PS11	PS15	PS13	5	3	4
6. Apply cleaning solution	PS11	PS13	TF6	1	1	2
7. Remove solution with squeegee	PS11	PS10	PS12	1	1	2
8. Clean/wipe off squeegee	PS11	PS12	TF6	1	1	2
9. Wipe off windows	PS11	PS12	PS15	2	1	2
10. Clean off difficult spots	PS11	PS12	PS15	3	1	2
11. Wipe up spilled material	PS12	PS11	T17	3	1	3
12. Return material to storage	PS11	PS13	T18	5	3	3

* Refer to the Employability Curriculum for further work/skill training exercises.

** Employability task performance information includes the following:
P-Performance Frequency, I-Importance Level, L-Learning Difficulty
(Rating Scale: 1-Very High, 2-High, 3-Moderate, 4-Low, 5-Very Low)

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Window Cleaner #1.20

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
1. Prepare cleaning solution	PS13	A19	A20		
a. Gather materials needed	PS12	PS13	PS14	D	3
b. Open containers of solution	PS11	A19	PS13	M	5
c. Measure amount of concentrated mix	A19	A20	PS13	P	2
d. Pour mix into container	PS10	PS11	PS12	M	4
e. Pour water into container	PS10	PS11	PS12	M	4
f. Stir or mix solution	PS13	PS11	PS14	M	3
g. Put mixed solution into containers	PS14	PS11	PS10	M	3
h. Close all containers	PS14	PS11	PS10	M	4
2. Fill applicators with solution	PS11	PS13	SS3		
a. Assemble materials and containers	PS13	PS12	PS14	M	4
b. Open applicators	PS11	A19	PS13	M	4
c. Put funnel into applicators	PS11	PS10	PS13	M	4
d. Open solution container	PS11	PS10	PS13	M	4
e. Pour solution into applicators	PS11	PS10	PS13	M	3
f. Determine when properly filled	PS12	PS10	PS13	D	2
g. Put lid on solution container	PS11	PS13	PS14	M	4
h. Remove funnel	PS14	PS11	PS13	M	5
i. Put lid on applicator	PS11	PS14	PS13	M	4
j. Clean up spills	SS3	PS11	PS12	M	5
3. Gather materials needed	SS3	TF9	PS14		
a. Select materials needed	PS14	PS12	A19	D	3
b. Put related materials together	PS14	PS13	PS12	D	3
c. Arrange in proper order	PS10	PS12	PS14	D	3
d. Put materials in carrier	PS11	PS14	PS13	M	4
e. Move to designated area	PS13	PS14	PS11	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Window Cleaner #1.20

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
4. Take materials to job site	SS3	PS14	PS13		
a. Determine materials needed	PS14	PS12	A19	P	3
b. Assemble all materials	PS14	PS12	PS11	M	4
c. Put materials on cart	PS11	PS13	PS14	M	4
d. Push cart to site	PS11	PS13	PS14	M	4
e. Put in designated areas	PS13	PS14	PS12	D	3
f. Remove cart	PS14	PS11	PS13	M	5
5. Set up ladders	PS11	PS15	PS13		
a. Carry ladders to area	PS11	PS13	PS14	M	4
b. Remove obstacles from area	PS12	PS11	PS13	M	5
c. Open ladder	PS11	PS15	PS13	M	4
d. Lock into open position	PS11	PS13	PS10	R	3
e. Set ladder into position	PS11	PS12	PS13	M	3
f. Check to see if level	PS12	PS13	PS11	D	3
g. Put material on ladder	PS11	PS13	PS12	M	3
6. Apply cleaning solution	PS11	PS13	TF6		
a. Carry solution to site	PS11	PS13	PS14	M	5
b. Determine method of application	PS12	A19	PS13	P	3
c. Get ladder in proper position	PS11	PS12	PS10	R	3
d. Put solution on window	PS11	PS13	PS10	M	4
e. Check for missed spots	PS11	PS12	PS10	D	3
f. Apply solution to dry spots	PS11	PS12	PS10	M	4
7. Remove solution with squeegee	PS11	PS10	PS12		
a. Determine if solution is on for correct time	PS12	PS13	PS14	D	3
b. Decide method of removing solution	PS12	PS13	PS14	P	2
c. Get squeegee and towel	PS11	PS13	PS14	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

TASK DETAILING SHEET

Community Job: Window Cleaner #1.20

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
7. Remove solution with squeegee (continued)	PS11	PS10	PS12		
d. Wipe window with squeegee	PS11	PS12	PS13	M	3
e. Wipe corners and edges	PS11	PS12	PS13	M	4
f. Wipe up wet spots	PS11	PS12	PS13	M	4
g. Check for spots or streaks	PS12	PS10	PS13	D	3
8. Clean/wipe off squeegee	PS11	PS12	TF6		
a. Determine if squeegee is dirty	PS12	PS10	PS13	D	3
b. Get towel to wipe squeegee	PS11	PS13	PS14	M	5
c. Hold squeegee in position	PS11	PS12	PS13	M	3
d. Wipe squeegee off	PS11	PS13	PS14	M	4
e. Recheck squeegee for dirt	PS12	PS10	PS13	D	3
9. Wipe off windows	PS11	PS12	TF6		
a. Get dry rags, towels	PS11	PS13	PS14	M	4
b. Sort out proper drying towel	PS12	PS13	PS14	M	4
c. Wipe window off	PS11	PD13	PS14	M	4
d. Check for wet/dirty spots	PS12	PS10	PS13	D	3
e. Wipe off wet/dirty spots	PS11	PS13	PS14	M	4
f. Clean around edges	PS11	PS10	PS12	M	3
10. Clean off difficult spots	PS11	PS12	PS15		
a. Check for dirty spots	PS12	PS13	PS14	D	3
b. Apply solution to dirty spots	PS11	PS10	PS12	M	4
c. Wash dirty spots	PS11	PS12	PS13	M	4
d. Scrape dirty spots off	PS11	PS12	PS13	M	3
e. Dry area	PS11	PS12	PS13	M	4
f. Wipe up any runs	PS11	PS13	PS12	M	3
g. Recheck for spots	PS12	PS10	PS13	D	3

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

CLUSTER #2 JOBS

Project EMPLOYABILITY
No. 0061-4C-81-D-3

COMMUNITY JOB TASK ANALYSIS

Community Job: Farm Hand #2.01

CRC Reference: Cluster #2

D.O.T. Reference: Agriculture #429.887

General Description: To assist farmer with loading and stacking hay, cleaning litter, sweeping and cleaning milking area, watering animals, preparing grain, feeding animals, and caring for livestock.

Job Tasks	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	P	I	L**
1. Load bales of hay on wagon	TF6	T18	PS15	1	2	3
2. Stack bales of hay in building	TF6	T18	PS15	2	2	3
3. Clean litter from buildings	PS13	T18	T16	4	2	2
4. Sweep and clean milking area	PS13	T18	T16	4	1	2
5. Wash common dairy utensils	PS13	PS14	PS11	4	1	2
6. Fill waterers for animals	PS14	PS13	T18	3	2	3
7. Help move animals into buildings	PS15	PS14	PS12	4	2	3
8. Move packaged feed to bins	PS15	PS14	T18	4	2	3
9. Feed prepared grain to animals	PS14	PS15	PS12	4	1	2
10. Help groom animals	PS15	PS13	PS12	5	4	2
11. Hand tools to workers	SS5	PS14	TF6	3	4	5

NOTE: Modern farming has become a very sophisticated and technical occupation. For that reason, tasks such as milking, harvesting, preparing the soil, etc., were not listed as tasks because the skill level is generally higher than performance of the target population.

* Refer to the Employability Curriculum for further work/skill training exercises.

** Employability task performance information includes the following:
P-Performance Frequency, I-Importance Level, L-Learning Difficulty
(Rating Scale: 1-Very High, 2-High, 3-Moderate, 4-Low, 5-Very Low)

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Farm Hand #2.01

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
1. Load bales of hay on wagon	TF6	T18	PS15		
a. Pick up bales	TF6	T17	PS15	M	4
b. Take them to wagon	TF6	T18	PS15	M	4
c. Pass bales to other worker	SS5	TF6	PS15	M	3
d. Put bales on wagon	TF6	PS15	T18	M	4
e. Arrange bales on wagon	PS12	T18	PS13	M	3
f. Stack bales in order	PS12	PS13	T18	M	2
2. Stack bales of hay in building	TF6	T18	PS15		
a. Take bales off wagon	TF6	PS15	T18	M	5
b. Give bales to other workers	SS5	PS15	TF9	M	4
c. Arrange bales on elevator	PS15	TF6	T18	M	3
d. Sort out broken bales	PS12	TF6	PS13	D	3
e. Sort out wet bales	PS12	TF6	PS13	D	3
f. Carry bales to storage area	TF6	PS15	T18	M	4
g. Arrange bales in storage area	PS12	PS13	PS14	M	3
h. Stack bales to desired height	PS13	PS12	T18	M	3
3. Clean litter from buildings	PS13	T18	T16		
a. Determine area to be cleaned	SS3	PS12	TF6	P	3
b. Assemble tools to clean area	PS14	PS12	TF6	M	4
c. Remove litter and put in carrier	PS13	PS12	TF6	M	4
d. Clean corners and edges	PS10	PS13	SS3	M	3
e. Clean around machines	PS15	SS3	PS11	M	3
f. Sweep area when finished	PS13	SS3	TF6	M	4
g. Check for uncleaned areas	SS3	PS12	PS10	D	3
h. Put tools away	PS14	PS13	SS3	M	3

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving

*** LD - Learning Difficulty: 1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Farm Hand #2.01

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
4. Sweep and clean milking and feeding area	PS13	T18	T16		
a. Remove litter with shovel	PS13	T18	PS11	M	4
b. Sweep entire area	T18	T16	SS3	M	4
c. Wash floor with water and broom	PS13	PS10	SS3	M	3
d. Check for uncleaned areas	SS3	PS13	PS10	D	3
e. Wash down walls	PS13	PS15	T18	M	3
f. Clean feeding area	PS13	PS12	PS15	M	3
g. Wipe off outside of piping	PS10	SS3	PS15	M	3
h. Hose down windows	PS13	PS12	PS15	M	3
i. Return hoses and tools to storage	PS14	PS13	SS3	M	5
5. Wash common dairy utensils	PS13	PS14	PS11		
a. Put detergent in wash vats	PS13	PS10	TF6	M	4
b. Add hot water to proper level	PS13	PS10	TF6	M	3
c. Disassemble parts to be washed	PS14	PS13	TF6	R	3
d. Put washable parts in wash vat	PS14	PS13	TF6	M	3
e. Scrub parts with brush	PS10	SS3	PS11	M	3
f. Rinse in water and disinfectant	PS10	SS3	PS12	M	3
g. Put on rack to dry	PS10	SS3	TF6	M	4
h. Drain wash vats	PS10	SS3	TF6	M	5
i. Clean wash vats	PS10	SS3	TF6	M	5
6. Fill waterers for animals	PS14	PS13	T18		
a. Determine ones to be filled	SS3	PS12	PS13	P	3
b. Take hose to waterer	PS13	SS5	TF6	M	5
c. Take top off waterer	PS14	PS13	PS10	M	5
d. Fill to correct level	PS10	TF6	PS14	M	4
e. Turn off water	PS14	PS13	TF6	M	5
f. Put top back on waterer	PS14	PS13	TF6	M	4
g. Clean out drinking area	PS14	PS13	TF6	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Farm Hand #2.01

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
7. Help move animals into buildings	PS15	PS14	PS12		
a. Select animals to be moved	PS12	PS13	SS3	P	3
b. Open gates to move animals	PS15	TF6	SS5	M	4
c. Close off areas not to be used	PS13	PS14	TF6	M	3
d. Drive or lead animals to designated area	PS15	PS13	SS3	D	3
e. Close gates after moving animals	PS14	PS13	SS3	M	3
8. Move packaged feed to bins	PS15	PS14	T18		
a. Put feed on cart	T18	PS13	PS15	M	4
b. Move cart to storage area	T18	PS13	SS3	M	5
c. Unload cart	T18	TF6	PS13	M	5
d. Open packages/bags	PS13	TF6	PS14	M	3
e. Dump packages/bags into bins	PS13	TF6	PS14	M	3
f. Return empty bags	PS13	TF6	PS14	M	5
g. Close bins	PS13	TF6	PS14	M	5
9. Feed prepared grain to animals	PS14	PS15	PS12		
a. Carry grain to feeding area	PS13	T18	PS15	M	4
b. Open package or container	PS13	T18	PS15	M	3
c. Determine which animals are to be fed	PS12	PS10	PS13	D	3
d. Determine amount of grain to be fed	PS12	PS10	PS13	R	3
e. Measure out correct amount of grain for animals	PS10	PS13	PS14	D	3
f. Put grain in feeding trough	PS10	PS13	PS14	M	4
g. Close feed containers	PS14	PS13	TF6	M	5
h. Take unused feed back to storage area	PS14	PS13	TF6	M	5

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Farm Hand #2.01

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
10. Help groom animals	PS15	PS13	PS12		
a. Assemble tools for grooming	PS13	TF6	PS14	M	4
b. Lead animal to grooming area	PS15	PS14	TF6	M	4
c. Secure animal	PS15	PS14	TF6	M	4
d. Hold animal for grooming	PS15	PS14	SS5	M	3
e. Help wash animal	PS15	PS13	SS5	M	3
f. Help dry animal	PS15	PS13	SS5	M	4
g. Hand tools to groomer	SS5	PS13	PS14	D	5
h. Return animal to stall	PS15	PS13	SS3	M	4
i. Put away tools	PS14	PS13	SS3	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

COMMUNITY JOB TASK ANALYSIS

Community Job: Grounds Keeper's Helper (Health Facility) #2.02

CRC Reference: Cluster #2

D.O.T. Reference: Any Industry #407.884

General Description: To help to pick up papers, empty trash, paint, move supplies, cut grass, and weed around flowers and shrubs as needed.

Job Tasks	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	P	I	L**
1. Pick up papers	T16	PS11	PS10	5	2	3
2. Empty trash cans	PS11	T18	PS13	5	2	3
3. Clean parking lot and assist in line painting	PS11	PS10	PS13	5	3	3
4. Load and unload bulk supplies	T18	PS11	T17	5	3	4
5. Use mower to cut grass	T18	PS11	PS15	5	2	3
6. Remove weeds from garden	PS11	PS12	T17	5	3	3
7. Hose off sidewalks	PS11	PS10	SS3	5	2	3
8. Sweep sidewalks	PS11	PS10	SS3	5	2	3
9. Use trimmer to cut grass	PS11	PS10	PS15	5	2	3
10. Clear walks of snow	PS11	T18	PS10	5	2	3
11. Assist in trimming trees and shrubs	T18	PS11	PS10	5	3	3
12. Do minor painting	PS11	PS10	SS3	5	3	3
13. Plant trees, shrubs	PS11	PS10	PS13	5	3	3
14. Cultivate trees, shrubs	PS11	T18	PS10	5	3	3
15. Operate incinerator	PS15	PS14	TF8	5	3	2
16. Fertilize plants, trees, shrubs	PS11	PS13	PS14	5	3	2
17. Use sprinkler	PS11	PS13	PS14	5	3	3
18. Dig small ditches when required	PS11	T18	PS10	5	3	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** Employability task performance information includes the following:
P-Performance Frequency, I-Importance Level, L-Learning Difficulty
(Rating Scale: 1-Very High, 2-High, 3-Moderate, 4-Low, 5-Very Low)

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Grounds Keeper's Helper (Health Facility) #2.02

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
1. Pick up papers	T16	PS11	PS10		
a. Obtain can or bag to put papers in	PS13	PS12	SS3	M	4
b. Use stick or hand to pick up papers	T16	PS10	SS3	M	4
c. Put papers into bag or can	T16	TF8	PS10	M	4
d. Empty bag when filled	PS12	PS11	PS14	M	4
e. Put away tools	PS12	PS14	SS3	M	4
2. Empty trash cans	PS11	PS10	PS13		
a. Locate trash cans	PS13	PS14	SS3	M	4
b. Empty cans into truck	PS11	T18	SS3	M	5
c. Return cans to proper place	PS13	PS14	SS3	M	4
d. Go to land fill	PS13	PS14	TF9	M	4
e. Help unload refuse	PS11	T18	SS3	M	4
3. Clean parking lot and assist in line painting	PS11	PS10	PS13		
a. Pick up trash from parking lot	PS11	PS10	SS3	M	3
b. Remove line forms	PS11	PS14	SS3	M	4
c. Sweep area to be painted	PS11	PS10	SS3	M	4
d. Move line forms to next position	PS10	PS11	T16	M	3
e. Position line forms	PS10	PS11	T16	D	2
f. Put out wet paint signs	PS11	PS14	PS13	M	4
g. Pick up wet paint signs	PS13	PS14	SS3	M	4
4. Load and unload bulk supplies	T18	PS11	T17		
a. Go to loading area	PS13	PS14	TF7	M	3
b. Take bulk items from truck	T18	PS11	SS5	M	3
c. Put items on cart	PS11	T18	PS10	M	3
d. Take cart to unloading or storage area	PS14	PS13	PS11	M	3
e. Take items from cart	T16	T18	PS10	M	3
f. Stack items in appropriate places	PS11	T18	PS10	M	2
g. Return to truck	PS14	T16	TF6	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Grounds Keeper's Helper (Health Facility) #2.02

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
5. Use mower to cut grass	T18	PS11	PS15		
a. Take mower from storage area	PS14	PS13	SS3	M	3
b. Put fuel in mower	PS11	PS12	PS10	P	2
c. Start mower	PS11	PS14	TF8	M	2
d. Cut grass only	PS11	PS10	PS15	M	4
e. Stop mower when cutting is finished	PS14	PS12	SS3	M	4
f. Put gas can and mower away	PS14	PS13	SS3	M	4
6. Remove weeds from garden	PS11	PS12	T17		
a. Obtain container for weeds	PS14	PS13	SS3	M	4
b. Obtain tools for removal of weeds	PS14	PS13	SSe	M	4
c. Select area for weeding	PS12	PS13	PS14	P	2
d. Distinguish weeds from flowers	T16	T17	PS14	D	1
e. Pull weeds	T16	TF6	PS10	M	3
f. Put in container	T16	PS10	SS3	M	4
g. Dispose of weeds when container is full	PS11	PS12	PS14	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

COMMUNITY JOB TASK ANALYSIS

Community Job: Landscaping Laborer #2.03

CRC Reference: Cluster #2

D.O.T. Reference: Agriculture #407.181

General Description: To help prepare soil, clear brush, plant, mow, trim, and rake, as well as to clean work site and care for tools and equipment.

Job Tasks	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	P	I	L**
1. Prepare soil for planting	PS12	PS13	PS10	3	3	4
2. Mow grass	T18	T17	TF6	3	3	3
3. Trim grass	PS13	PS11	T17	3	3	4
4. Rake leaves and grass	T18	SS3	T17	3	3	4
5. Plant flowers, shrubs, and trees	PS13	PS10	PS11	4	3	3
6. Clear brush	T18	PS13	TF6	3	3	3
7. Sweep up trimmings and dispose of them	T16	PS13	SS5	2	3	4
8. Weed shrubs and planting areas	T16	T18	PS10	2	4	4
9. Clean job site	T18	T16	PS13	3	3	3

* Refer to the Employability Curriculum for further work/skill training exercises.

** Employability task performance information includes the following:
P-Performance Frequency, I-Importance Level, L-Learning Difficulty
(Rating Scale: 1-Very High, 2-High, 3-Moderate, 4-Low, 5-Very Low)

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Landscaping Laborer #2.03

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
1. Prepare soil for planting	PS12	PS13	PS10		
a. Gather tools needed for soil preparation	SS5	SS3	PS12	M	4
b. Use tools properly	PS10	PS13	SS1	M	3
c. Pick up and dispose of unwanted material	T17	T18	PS14	M	4
d. Apply proper amount of fertilizer and lime when needed	PS13	PS10	TF6	M	2
e. Clean and return tools for proper storage	T16	PS13	SS3	M	4
2. Mow grass	T18	T17	TF6		
a. Fill mower with fuel	PS10	PS11	PS15	M	4
b. Start mower	PS15	PS13	PS12	M	4
c. Cut entire area as instructed	PS13	T16	T18	M	3
d. Practice safety habits while cutting	PS13	PS15	PS10	R	4
e. Clean mower for proper storage	T16	PS11	PS13	M	4
3. Trim grass	PS13	PS11	T17		
a. Identify proper tools for trimming	PS14	PS12	SS1	R	4
b. Distinguish plants from weeds	PS12	SS1	PS14	R	3
c. Trim desired area, practicing safety habits	PS15	PS13	TF6	R	3
d. Pick up and dispose of cut weeds	T16	T18	PS13	M	4
e. Clean and return tools to storage area	T16	T18	PS13	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving

*** LD - Learning Difficulty: 1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Landscaping Laborer #2.03

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
4. Rake leaves and grass	T18	SS3	T17		
a. Secure proper rake for the job to be done	PS12	SS1	PS13	M	4
b. Practice safety habits (e.g. lay rake down with teeth down)	PS15	PS13	T17	R	3
c. Rake desired area properly	PS10	T16	T18	M	3
d. Pick up and dispose of properly raked material	PS13	PS14	SS3	M	4
e. Return rake to storage area	PS10	T17	PS14	M	4
5. Plant flowers, shrubs, and trees	PS13	PS10	PS11		
a. Identify tools used for planting	PS14	SS1	PS10	R	4
b. Prepare soil for planting	T18	T16	T17	M	3
c. Place plant in soil in a proper manner	PS10	PS13	PS11	M	4
d. Thoroughly water plants after planting	PS13	T16	T18	M	4
e. Clean tools and return to storage area	PS10	T18	PS13	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

COMMUNITY JOB TASK ANALYSIS

Community Job: Laundry Aide (Health Facility) #2.04

CRC Reference: Cluster #2

D.O.T. Reference: Any Industry #361.884

General Description: To help a laundry person in a health facility with laundering duties and the care of clothing.

Job Tasks	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	P	I	L**
1. Sort soiled items for laundering	PS13	PS12	PS10	2	2	4
2. Load articles into machine	PS13	PS14	T16	2	2	4
3. Add specified amount of cleaning agent	PS13	PS10	PS15	3	2	4
4. Turn machine on to wash	PS13	PS10	PS11	3	2	4
5. Lift clean, wet articles from washers	PS11	T18	PS10	2	2	4
6. Dry the wet articles	TF8	PS10	PS13	3	3	3
7. Sort and fold dried clothing	PS14	PS12	TF6	2	1	3
8. Place clothing in appropriate bins	PS14	PS12	PS10	2	1	3
9. Add soap granules to hot water	PS11	PS10	PS15	5	2	3
10. Mend torn articles with needle and thread	PS11	TF6	SS3	5	2	2
11. Check bundles of clothing against lists	SS3	PS10	PS14	3	3	3
12. Note and report shortages	A19	SS1	PS10	3	2	3
13. Lubricate machines, using oil can	PS13	PS14	PS15	5	2	2

* Refer to the Employability Curriculum for further work/skill training exercises.

** Employability task performance information includes the following:
P-Performance Frequency, I-Importance Level, L-Learning Difficulty
(Rating Scale: 1-Very High, 2-High, 3-Moderate, 4-Low, 5-Very Low)

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Laundry Aide (Health Facility) #2.04

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
1. Sort soiled items for laundering	PS13	PS12	PS10		
a. Place all soiled items in one area	PS12	T16	PS14	M	4
b. Examine each item	PS10	SS3	PS12	D	3
c. Place each item in appropriate pile	PS12	PS10	PS14	D	3
d. Identify all torn articles	PS12	SS3	PS10	D	3
e. Mark each torn item with safety pin	PS11	PS15	PS12	M	4
f. Place torn items into appropriate pile	PS14	PS10	PS12	D	3
g. Identify items that are stained	PS14	PS10	PS12	D	3
h. Place stained items in one pile	PS12	PS14	PS10	M	4
i. Measure detergent for pre-soaking stained items	A20	PS10	PS13	R	3
j. Place stained items in pre-soak	PS13	PS14	PS10	M	4
k. Remove items from pre-soak	T18	SS3	T16	M	4
2. Load articles into machine	PS13	PS14	T16		
a. Open machine for use	PS13	SS3	PS11	R	5
b. Choose one pile of items	PS12	PS10	T18	M	4
c. Place soiled items into machine	T16	PS12	T18	M	4
d. Arrange items for balanced cycle	PS14	PS10	PS12	D	3
3. Add specified amount of cleaning agent	PS13	PS10	PS15		
a. Choose appropriate detergent	A19	PS10	PS14	R	3
b. Determine appropriate amount to use	A19	PS10	PS14	R	3
c. Measure amount of detergent	A20	PS10	PS14	M	4
d. Pour detergent over items in machine	PS10	SS3	PS11	M	4
e. Decide whether or not bleach is needed	A19	PS13	PS12	D	3
f. Add appropriate amount of bleach	PS12	PS10	PS14	R	4
g. Decide whether or not fabric softener is needed	A19	PS12	PS14	D	3
h. Add appropriate amount of fabric softener if needed	PS13	PS12	PS14	R	4
i. Close machine	SS3	PS10	PS14	R	5

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

97

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Laundry Aide (Health Facility) #2.04

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
4. Turn machine on to wash	PS13	PS10	PS11		
a. Note what items are in the machine	SS3	PS10	PS14	R	4
b. Decide what cycle machine should be set on	A19	PS14	PS12	P	2
c. Set machine to appropriate cycle	A19	PS12	PS12	M	4
d. Turn "On" dial	A19	PS11	PS14	R	5
5. Lift clean, wet articles from washers	PS11	T18	PS10		
a. Note when machine cycle is complete	SS3	TF8	PS14	D	4
b. Open machine	SS3	TF8	PS11	R	5
c. Remove items from machine	T18	PS11	PS15	M	4
d. Place items in laundry carts	T18	PS11	T16	M	4
e. Guide cart to dryer	PS11	SS3	T18	M	4
f. Open dryer	SS3	PS10	TF9	R	5
6. Dry the wet articles	TF8	PS10	PS13		
a. Clean lint filter on dryer	PS11	PS10	PS14	M	4
b. Note what types of items are in dryer	SS3	PS12	PS10	R	4
c. Decide what temperature dryer should be set on	A19	PS10	PS12	D	3
d. Set appropriate temperature	A19	PS11	PS12	M	4
e. Decide upon amount of time for drying cycle	PS12	TF8	PS14	D	3
f. Set appropriate time	PS11	TF8	PS14	M	4
g. Lift clothing from cart	T16	T18	PS11	M	5
h. Place items into dryer	T16	T18	PS11	M	5
i. Close dryer	PS13	PS14	PS11	R	5
j. Turn "On" dial	A19	PS11	PS10	R	5

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Laundry Aide (Health Facility) #2.04

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
7. Sort and fold dried clothing	PS14	PS12	TF6		
a. Note when drying cycle is completed	PS14	TF8	PS12	D	4
b. Open dryer	T16	PS10	PS11	R	5
c. Remove items from dryer	T18	SS3	T16	M	4
d. Fold articles according to directions	PS13	PS10	T16	M	3
e. Sort into piles according to item	PS12	PS10	T16	D	3
f. Identify torn articles by marker	SS3	PS10	PS12	D	4
g. Remove marker from item	PS11	PS10	T16	M	4
h. Place torn articles into special pile	PS12	PS10	PS10	M	4
8. Place clothing in appropriate bins	PS14	PS12	PS10		
a. Gather items from sorting tables	SS5	SS2	PS11	M	4
b. Examine types of items	SS3	PS10	PS14	D	3
c. Place items into appropriate bins	PS12	PS14	PS10	M	4
9. Add soap granules to hot water	PS11	PS10	PS15		
a. Note amount of detergent	A19	PS14	PS10	D	4
b. Decide whether to make more detergent	A19	PS12	PS10	R	4
c. Obtain materials needed	A19	PS13	PS12	R	4
d. Add appropriate amount of water and soap	PS13	PS10	A20	R	3
e. Stir detergent	T16	SS3	PS11	M	4
f. Pour into special containers	T18	PS10	PS12	M	3
g. Store containers until needed	T16	SS3	PS14	M	4
h. Return other materials to storage	T16	SS3	PS14	R	5

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Laundry Aide (Health Facility) #2.04

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
10. Mend torn articles with needle and thread	PS11	TF6	SS3		
a. Gather pile of torn items	PS13	T16	PS11	D	4
b. Examine each item for tears	PS10	PS12	PS14	D	3
c. Obtain needed sewing materials	PS12	SS3	PS14	R	4
d. Stitch torn articles	PS11	T17	PS15	M	2
e. Check items for correct mending	PS13	SS3	PS10	D	3
f. Discard items beyond repair	PS12	PS13	PS10	D	3
g. Fold sewn items	PS11	PS10	T16	M	3
h. Sort into piles according to item	PS12	PS10	PS14	D	3
i. Place into appropriate storage bin	PS12	PS10	PS14	D	3

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

COMMUNITY JOB TASK ANALYSIS

Community Job: Laundry Service Helper (Commercial) #2.05

CRC Reference: Cluster #2

D.O.T. Reference: Any Industry #361.884

General Description: To help the laundry person operate washers, separate clothes, measure detergents, and package materials for delivery.

Job Tasks	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	P	I	L**
1. Operate washer	PS9	PS14	PS12	1	1	4
2. Divide white clothes from colored clothes	PS14	TF8	TF6	1	1	4
3. Measure detergent	PS13	PS10	PS14	1	1	4
4. Package clothes for delivery	T16	PS11	TF6	1	2	3
5. Check pockets	PS13	PS14	T16	1	2	5
6. Divide colors	PS12	PS14	T17	1	1	3
7. Check clothes for mending	PS12	PS14	T17	1	2	4
8. Tag the wash with customer's name	PS10	PS14	TF6	1	1	3
9. Operate dryer	PS14	PS12	TF8	1	1	4
10. Operate mangle pressing machine	PS13	PS12	PS14	1	1	2
11. Sew on buttons	PS11	PS12	T17	1	2	4
12. Fold clothes	PS14	PS12	PS11	1	2	3
13. Put clothes on coat hangers	PS12	PS11	PS14	1	2	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** Employability task performance information includes the following:
P-Performance Frequency, I-Importance Level, L-Learning Difficulty
(*Rating Scale: 1-Very High, 2-High, 3-Moderate, 4-Low, 5-Very Low*)

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Laundry Service Helper (Commercial) #2.05

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
1. Operate washer	PS9	PS14	PS12		
a. Turn washer on	PS13	PS14	PS11	M	4
b. Choose proper cycle for different materials	PS12	PS14	PS10	R	2
c. Set temperature for white or colored clothes	PS12	PS14	PS10	M	3
d. Load the washer	PS13	PS14	TF6	M	4
e. Add detergent	PS13	PS14	TF8	R	4
f. Add bleach at proper time	PS13	PS14	TF8	R	3
g. Do not open door when washer is running	PS15	PS14	PS13	M	4
h. Unload wet clothes from washer	T18	SS3	PS13	M	4
2. Divide white clothes from colored clothes	PS14	PS10	PS14		
a. Put white clothes in a separate pile	PS12	PS14	TF6	M	3
b. Separate colored clothes into light and dark piles	PS12	PS14	TF6	M	3
c. Separate colored items that might fade	PS12	PS14	PS15	M	2
d. Divide colored items into heavy loads of slacks and light loads of shirts and blouses	PS12	PS14	TF6	M	2
3. Measure detergent	PS13	PS10	PS14		
a. Pour detergent into measuring cup	PS11	PS13	T17	D	3
b. Measure detergent without spilling using markings on measuring cup	PS11	PS13	PS14	M	4
c. Add measured detergent correctly	PS13	PS14	PS12	R	4
d. Estimate amount of detergent to be used if measuring device is not used	PS12	PS14	PS13	D	2

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving

*** LD - Learning Difficulty: 1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Laundry Service Helper (Commercial) #2.05

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
4. Package clothes for delivery	T16	PS11	TF6		
a. Keep individual customer's clothes together	PS13	PS14	T17	M	3
b. Tag the order with the customer's name	PS14	PS13	PS10	M	4
c. Properly fold various articles of clothing	PS11	PS14	PS12	M	3
d. Put articles of clothing on hangers	PS12	PS11	PS13	M	3
e. Button cloths for packaging	PS14	PS11	T16	M	4
f. Place suits and dresses in plastic bags	PS11	PS14	PS10	M	3
5. Check pockets	PS13	PS14	T17		
a. Remember were pockets are located	PS13	PS14	PS11	R	4
b. Turn pocket inside out to be sure it is completely empty	PS13	PS11	T17	M	4
c. Put all material into individual envelopes, label envelopes containing found materials with customer's name	A21	A19	PS13	M	2
d. Organize items in stacks - checked or not checked - to avoid duplicate handling	PS13	PS14	PS10	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

COMMUNITY JOB TASK ANALYSIS

Community Job: Lawn Worker (Domestic) #2.06

CRC Reference: Cluster #2

D.O.T. Reference: Any Industry #407.884

General Description: To assist in caring for domestic lawns, including weeding, mowing, watering, planting, trimming, sweeping, and raking, as well as caring for and maintaining tools and equipment.

Job Tasks	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	P	I	L**
1. Mow grass	PS15	PS10	T18	3	3	3
2. Plant grass, flowers, and shrubs	PS13	PS10	PS12	4	3	3
3. Trim grass	PS12	T16	T18	3	3	4
4. Rake grass and leaves	T18	T16	T17	3	3	4
5. Weed flower gardens	PS12	PS10	T16	2	4	4
6. Water grass, flowers, and shrubs	PS13	PS12	PS15	3	4	4
7. Sweep walks	T16	PS13	T17	2	3	4
8. Clean up job site	PS13	PS10	PS14	2	3	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** Employability task performance information includes the following:
P-Performance Frequency, I-Importance Level, L-Learning Difficulty
(Rating Scale: 1-Very High, 2-High, 3-Moderate, 4-Low, 5-Very Low)

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Lawn Worker (Domestic) #2.06

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
1. Mow grass	PS15	PS10	T18		
a. Fill mower with fuel	PS15	PS10	PS11	M	4
b. Start mower	PS15	PS14	PS11	M	4
c. Cut entire area as instructed	PS15	PS13	PS10	M	3
d. Practice safety habits while cutting grass	PS15	PS10	PS12	R	4
e. Clean mower for proper storage	PS13	PS14	PS10	M	4
2. Plant grass, flowers, and shrubs	PS13	PS10	PS12		
a. Identify tools used for planting	PS14	PS10	PS12	R	4
b. Prepare soil for planting	PS14	PS10	T18	M	3
c. Place plant in soil in a proper manner	PS13	PS10	PS12	M	4
d. Thoroughly water plant after planting	PS13	PS12	PS15	M	4
e. Clean tools and return to storage area	PS13	PS14	PS10	M	4
3. Trim grass	PS12	T16	T18		
a. Identify proper tools for trimming	PS14	PS10	PS12	R	4
b. Distinguish plants from weeds	PS12	PS10	T16	R	3
c. Trim desired area, practicing safety habits	PS12	T16	T18	R	3
d. Pick up and dispose of cut weeds properly	PS14	PS13	PS10	M	4
e. Clean and return tools to storage area	PS14	PS13	PS10	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Lawn Worker (Domestic) #2.06

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
4. Rake grass and leaves	T18	T16	T17		
a. Choose proper rake for the job	PS12	PS14	PS13	M	4
b. Practice safety habits (e.g., lay down rake with teeth side down)	PS15	PS14	PS13	R	2
c. Rake desired area properly	T18	T16	T17	M	3
d. Pick up and dispose of raked material properly	PS14	PS13	PS10	M	4
e. Return rake to storage area	PS14	PS13	PS10	M	4
5. Weed flower gardens	PS12	PS10	T18		
a. Select proper tools needed	PS12	PS14	PS13	M	4
b. Distinguish between weeds and flowers	PS12	PS10	T16	R	2
c. Properly weed the desired area	PS12	T18	T16	M	3
d. Gather and dispose of weeds properly	PS14	PS13	PS10	M	4
e. Clean and return tools to storage area	PS14	PS13	PS10	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

CLUSTER #3 JOBS

COMMUNITY JOB TASK ANALYSIS

Community Job: Bus Boy #3.01

CRC Reference: Cluster #3

D.O.T. Reference: Hotel & Restaurant #311.878

General Description: To assist by collecting dishes and placing them in carts, clearing eating stations, filling water glasses and ice bins, transporting food, and returning kitchen carts.

Job Tasks	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	P	I	L**
1. Place dirty dishes from table into cart	PS11	PS12	SS3	3	2	3
2. Place clean napkins and silverware on table	PS11	PS14	SS3	3	2	4
3. Stock utensil drawers	PS11	SS3	PS13	3	3	3
4. Assemble place settings	PS14	PS12	SS3	3	3	2
5. Stock side stations	PS14	PS11	SS3	4	2	2
6. Fill water stations	PS14	PS11	SS3	2	2	4
7. Fill ice bins	PS14	PS11	SS3	2	2	4
8. Pre-clean tables and chairs	T18	PS14	SS3	5	4	4
9. Transport prepared foods	T18	PS15	SS3	2	2	3
10. Return full carts to kitchen	PS14	PS15	SS3	3	3	4
11. Sweep floors	T18	PS11	SS3	5	3	3
12. Vacuum floors	T18	PS11	SS3	4	3	3
13. Mop floors	T18	PS11	SS3	5	3	2
14. Dust room	PS13	PS14	SS3	4	3	3
15. Clean woodwork	T18	PS14	SS3	5	3	3
16. Clean counters	SS3	PS12	PS11	3	2	3
17. Wash food trucks or carts	T18	PS12	PS11	2	1	3
18. Clean hoods and filters	PS13	PS12	PS11	5	2	2
19. Clean storage areas	PS13	PS11	SS3	5	2	3
20. Clean grill and ovens	PS15	PS13	SS3	5	2	2
21. Clean restrooms	PS13	PS14	SS3	4	2	2
22. Dispose of trash and waste	PS14	PS13	SS3	3	2	3
23. Place tips in pre-determined location	PS14	PS13	PS10	4	1	2

* Refer to the Employability Curriculum for further work/skill training exercises.

** Employability task performance information includes the following:
P-Performance Frequency, I-Importance Level, L-Learning Difficulty
(Rating Scale: 1-Very High, 2-High, 3-Moderate, 4-Low, 5-Very Low)

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Bus Boy #3.01

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
1. Place dirty dishes from table into cart	PS11	PS12	SS3		
a. Take cart to dining area	PS14	T18	SS3	M	5
b. Select tables to be cleaned	PS12	PS11	SS3	P	3
c. Take dishes and silverware from table	PS11	PS14	SS3	M	4
d. Put dishes and silverware in cart	PS14	PS11	SS3	M	4
g. Put glasses and cups in cart	PS11	PS15	SS3	M	4
h. Pick up napkins and other debris	PS11	PS14	SS3	M	5
i. Take cart to kitchen area	PS14	PS11	SS3	M	4
2. Place clean napkins and silverware on table	PS11	PS14	SS3		
a. Pick up napkins from storage	PS14	PS11	SS3	M	5
b. Pick up silverware from washing area	PS14	PS11	SS3	M	5
c. Take materials to dining area	PS14	T18	PS11	M	4
d. Fold napkins properly	PS14	PS11	SS3	M	3
e. Put napkins on table	PS14	PS11	SS3	M	3
f. Arrange silverware at each place	PS14	PS11	SS3	M	3
g. Arrange place mats	PS14	PS11	SS3	M	4
h. Set out clean ash trays	PS12	PS11	SS3	M	5
3. Stock utensil drawers	PS11	SS3	PS13		
a. Get clean silverware from kitchen	PS14	PS11	SS3	M	5
b. Sort into separate categories	PS12	PS11	SS3	D	4
c. Check for cleanliness	PS12	PS11	SS3	D	3
d. Put silverware in correct drawer	PS12	PS14	SS3	M	3
e. Put special pieces in drawers	PS12	PS14	SS3	M	4
f. Return dirty pieces to wash area	PS14	PS11	SS3	M	5

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving

*** LD - Learning Difficulty: 1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Bus Boy #3.01

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
4. Assemble place settings	PS14	PS12	SS3		
a. Obtain needed materials	PS12	PS11	SS3	M	4
b. Lay napkins out flat	PS12	PS11	SS3	M	5
c. Put proper silverware on napkins	PS11	PS12	SS3	D	3
d. Roll silverware in napkins	PS11	PS12	SS3	M	3
e. Put silverware packets into container	PS11	PS12	SS3	M	4
f. Take container to proper stations	PS14	PS11	SS3	M	4
g. Take extra pieces back to assembling area	PS12	PS14	PS11	M	5
5. Stock side stations	PS14	PS11	SS3		
a. Load cart in kitchen	PS14	PS12	SS3	M	5
b. Take cart to side station area	PS14	A18	SS3	M	4
c. Open station doors	PS11	PS14	SS3	M	5
d. Put correct food on shelves	PS12	PS14	SS3	D	3
e. Pick up empty dishes	PS13	PS14	SS3	M	4
f. Close side station doors	PS14	PS15	SS3	M	5
g. Return cart and dishes to kitchen	PS14	PS15	SS3	M	4
6. Fill water stations	PS14	PS11	SS3		
a. Fill water container	PS12	PS11	PS14	M	5
b. Obtain clean glasses	PS11	PS15	SS3	M	4
c. Take water and glasses to station	PS11	PS14	SS3	M	4
d. Fill pitchers with water	PS11	PS14	SS3	M	4
e. Set out clean glasses	PS11	PS14	SS3	M	4
f. Wipe out spilled water	PS11	PS14	SS3	M	5
g. Take container back to original station	PS14	PS11	SS3	M	5
h. Take dirty pitchers and glasses back to kitchen	PS12	PS14	SS3	M	5

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Bus Boy #3.01

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
7. Fill ice bins	PS14	PS11	SS3		
a. Fill ice carrier buckets	PS14	PS11	SS3	M	5
b. Take buckets to ice bins	T18	PS11	SS3	M	4
c. Open ice bins	PS14	PS11	SS3	M	5
d. Dump ice into bins	PS11	T18	SS3	M	4
e. Clean up dropped pieces	PS12	PS14	SS3	M	4
f. Close bin doors	PS14	PS11	SS3	M	4
g. Wipe up the area	PS11	PS14	SS3	M	5
h. Take buckets back to ice machine	T18	PS14	SS3	M	5
8. Pre-clean tables and chairs	T18	PS14	SS3		
a. Dust chairs	PS11	PS14	SS3	M	4
b. Dust table legs	T18	PS11	SS3	M	4
c. Wipe spots off of chairs	PS14	PS11	SS3	M	4
d. Wash table tops	PS14	PS11	SS3	M	3
e. Dry table tops	PS11	PS13	SS3	M	4
f. Wipe off containers on each table	PS11	SS3	PS13	M	3
g. Put place mats in place	PS14	PS11	SS3	M	3
h. Put chairs under table	PS11	PS13	SS3	M	4
9. Transport prepared foods	T18	PS15	SS3		
a. Load food into containers	PS15	PS10	PS14	M	3
b. Put containers on cart	T18	PS14	SS3	M	3
c. Take cart from kitchen to dining room	PS13	PS14	SS4	M	4
d. Take cart to waitress	PS14	PS13	SS3	M	4
e. Set food on side station	PS14	PS13	SS3	M	3
f. Pick up empty containers	PS12	PS14	SS3	M	4
g. Return cart and containers to kitchen	PS14	PS15	SS3	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Bus Boy #3.01

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
10. Return full carts to kitchen	PS14	PS15	SS3		
a. Scrape food off dishes	PS11	PS12	SS3	M	4
b. Clean out food containers	PS11	T18	SS3	M	4
c. Load dishes and containers onto carts	T18	PS11	SS3	M	4
d. Return cart to kitchen	PS12	PS14	SS3	M	4
e. Remove dirty dishes from cart	PS14	PS11	SS3	M	4
f. Put dirty containers in place for cleaning	PS12	PS14	SS3	M	3
g. Wash and wipe off cart	T18	PS14	SS3	M	4
h. Return cart to its station	T18	PS14	SS3	M	5

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving

*** LD - Learning Difficulty: 1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy

Project EMPLOYABILITY
No. 0061-4C-81-D-3

COMMUNITY JOB TASK ANALYSIS

Community Job: Copy Machine Operator #3.02

CRC Reference: Cluster #3

D.O.T. Reference: Clerical #207.782

General Description: To load and operate copy machines, count copies, assemble, staple, fill cartons, and stack products.

Job Tasks	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	P	I	L**
1. Take paper and materials to machine	T18	TF6	SS3	2	2	3
2. Put blank papers into machine	T17	PS10	T16	2	1	1
3. Set machine for number of copies	PS11	A20	SS3	2	1	3
4. Put original paper to be copied in machine	PS11	PS10	SS3	2	1	1
5. Count printed copies	A20	T16	SS3	1	1	3
6. Assemble and staple printed copies	PS11	T16	SS3	3	3	2
7. Remove printed paper from machine	T18	T17	SS3	2	2	3
8. Pack printed material into cartons	T18	T17	SS3	2	3	3
9. Stamp cartons for shipping	T17	T16	SS3	4	4	2

* Refer to the Employability Curriculum for further work/skill training exercises.

** Employability task performance information includes the following:
P-Performance Frequency, I-Importance Level, L-Learning Difficulty
(Rating Scale: 1-Very High, 2-High, 3-Moderate, 4-Low, 5-Very Low)

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Copy Machine Operator #3.02

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
1. Take paper and materials to machine	T18	TF6	SS3		
a. Take transport cart to storage area	PS10	PS13	SS3	M	5
b. Load paper on cart	T18	TF6	SS3	M	5
c. Take paper to machine	T17	TF6	SS3	M	4
d. Unload paper onto storage racks	T18	TF6	SS3	M	4
2. Put blank papers into machine	T17	PS10	T16		
a. Cut any binders from paper	PS11	T18	SS3	M	5
b. Assemble paper in correct position	PS11	T18	SS3	M	3
c. Remove paper carrier from machine	PS11	T17	SS3	M	2
d. Fill carrier	PS11	TF6	SS3	M	2
e. Put carrier back into machine	PS11	TF6	SS3	M	1
f. Return unused paper to storage	T18	TF6	SS3	M	4
3. Set machine for number of copies	PS11	A20	SS3		
a. Determine number of copies to make	A20	TF6	SS3	P	3
b. Turn counter to desired amount	A20	PS11	SS3	M	3
c. Set number in ten's column	A20	PS11	SS3	M	3
d. Set number in primary column	A20	TF6	SS3	M	3
e. Check to see if set properly	A20	TF6	SS3	D	2
f. Turn machine to "on" position	PS11	TF6	SS3	M	3
4. Put original paper to be copied in machine	PS11	PS10	SS3		
a. Take paper from rack to machine	T18	TF6	SS3	M	5
b. Take carrier from machine	PS11	PS14	SS3	M	3
c. Arrange paper properly	PS11	PS10	SS3	D	3
d. Put paper in carrier	T16	PS11	SS3	M	4
e. Put carrier back into machine	PS11	PS14	SS3	M	2
f. Run sample copy on machine	PS11	PS10	SS3	D	3
g. Run number of copies needed	PS11	PS10	SS3	D	3
h. Return unused paper to rack	T18	TF6	SS3	M	5

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Copy Machine Operator #3.02

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
5. Count printed copies	A20	T16	SS3		
a. Put printed copies on table	T18	T16	SS3	M	5
b. Arrange printed copies in groups	A20	T16	SS3	D	3
c. Count number needed in each group	A20	TF6	SS3	P	2
d. Assemble groups	A20	TF6	SS3	M	3
e. Put counted groups in container	T18	T16	SSe	M	4
6. Assemble and staple printed copies	PS11	T16	SS3		
a. Move printed copies to table	T18	TF6	SS3	M	5
b. Separate copies by groups	A20	TF6	SS3	D	2
c. Put copies in order	T18	T16	SS3	D	2
d. Put assembled copies in stapler	T18	PS11	SS3	M	4
e. Staple copies	T17	PS11	SS3	M	5
f. Put stapled copies in cartons	T18	TF6	SS3	M	5
7. Remove printed paper from machine	T18	T17	SS3		
a. Take carton or cart to machine	T16	TF6	SS3	M	5
b. Remove papers from machine	T17	TF6	SS3	M	5
c. Arrange papers in carton	T17	TF6	SS3	M	4
d. Put all papers proper side up	PS13	TF6	SS3	M	4
e. Put carton on cart	PS13	T17	SS3	M	4
f. Take to designed area	PS13	TF6	SS3	R	4
8. Pack printed material into cartons	T18	T17	SS3		
a. Take cartons to packing area	T18	TF6	SS3	M	5
b. Arrange material in order	PS13	TF6	SS3	D	4
c. Count correct number	A20	T17	SS3	D	2
d. Put copies in package	T18	T17	SS3	M	4
e. Close package or carton	PS11	T18	SS3	M	5
f. Seal package or carton	PS11	T18	SS3	M	4
g. Move sealed package to next area	T18	TF6	SS3	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Copy Machine Operator #3.02

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
9. Stamp cartons for shipping	T17	T16	SS3		
a. Arrange cartons in order	T18	TF6	SS3	M	4
b. Select correct stamp	PS13	T17	SS3	P	1
c. Ink stamp	PS13	T16	SS3	M	4
d. Arrange stamp in proper position	PS13	PS11	SS3	D	2
e. Select area to be stamped	T17	PS12	SS3	D	2
f. Stamp package	PS11	TF6	SS3	M	4
g. Move to next package	PS13	TF6	SS3	M	5

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

COMMUNITY JOB TASK ANALYSIS

Community Job: Custodial Aide #3.03

CRC Reference: Cluster #3

D.O.T. Reference: Any Industry #381.887

General Description: To help perform the following tasks: mopping floors, vacuuming floors, emptying trash, cleaning windows, cleaning restrooms and furniture.

Job Tasks	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	P	I	L**
1. Supply restrooms	TF8	A21	PS14	2	3	3
2. Vacuum floors	PS11	PS13	T17	1	3	4
3. Mop floors	T18	T17	PS15	1	3	4
4. Clean windows	PS11	T16	T17	2	3	3
5. Empty trash containers	PS14	T18	T16	1	3	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** Employability task performance information includes the following:
P-Performance Frequency, I-Importance Level, L-Learning Difficulty
(Rating Scale: 1-Very High, 2-High, 3-Moderate, 4-Low, 5-Very Low)

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Custodial Aide #3.03

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
1. Supply restroom	TF8	A21	PS14		
a. Locate supply room and rest rooms	PS14	PS13	T17	R	4
b. Differentiate between men's and women's rest rooms by words or symbols	A19	PS12	PS14	R	2
c. Open dispensers for filling	PS11	TF8	PS12	M	3
d. Refill dispensers (soap, paper towel, toilet tissue)	PS12	PS14	PS13	M	3
e. Tell supervisor when supplies are low	SS1	A21	SS5	S	4
2. Vacuum floors	PS11	PS13	T17		
a. Use an electric vacuum cleaner	PS13	T17	PS11	M	4
b. Empty vacuum sweeper bag when needed	PS12	PS13	PS11	M	4
c. Move office furniture	T18	PS15	PS14	M	4
d. Select proper vacuum attachments	PS12	PS11	PS13	D	3
e. Return vacuum to storage area when finished	PS14	PS13	PS12	M	4
3. Mop floors	T18	T17	PS15		
a. Fill a bucket with water	PS13	PS12	PS14	M	4
b. Add soal/cleaner to water	A19	PS13	PS10	M	3
c. Move office furniture	T18	PS15	PS14	M	3
d. Operate a wringer on a mop bucket	PS11	TF8	PS13	M	2
e. Use a mop	T18	T16	TF6	M	3
f. Return all materials to storage area	PS14	PS13	PS12	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Custodial Aide #3.03

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
4. Clean windows	PS11	T16	T17		
a. Locate and identify needed tools, materials	PS14	PS13	PS12	M	4
b. Mix proper cleaning solutions	A19	A20	PS15	R	3
c. Use a window squeegee	PS11	PS10	PS15	M	3
d. Clean windows without streaking	T17	PS10	PS13	M	2
e. Return all tools to storage area	PS14	PS13	PS12	M	4
5. Empty trash containers	PS14	T18	T16		
a. Locate trash containers	PS14	PS13	T17	R	3
b. Empty trash into movable cart	T18	PS14	PS13	M	4
c. Empty cart into trash bins	T18	PS14	PS13	M	4
d. Clean area around bins	PS13	PS14	PS10	M	4
e. Return trash containers	PS14	PS13	PS12	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

COMMUNITY JOB TASK ANALYSIS

Community Job: Dock/Freight Helper #3.04

CRC Reference: Cluster #3

D.O.T. Reference: Any Industry #929.887

General Description: To help load and unload trucks, use jacks and dollies, sort and count materials, and stack stock for storage.

Job Tasks	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	P	I	L**
1. Unload freight from truck	T18	T17	PS15	1	2	3
2. Use jacks and dollies	PS15	T18	T17	1	1	3
3. Sort materials and stock	PS12	T18	A19	1	1	4
4. Count materials and stock	A20	A19	T18	1	1	4
5. Stack stock	T18	T17	T16	1	1	3
6. Help another person lift heavy objects	PS15	SS5	T18	1	1	3
7. Use freight elevators	A19	PS12	PS14	1	1	3

* Refer to the Employability Curriculum for further work/skill training exercises.

** Employability task performance information includes the following:
P-Performance Frequency, I-Importance Level, L-Learning Difficulty
(Rating Scale: 1-Very High, 2-High, 3-Moderate, 4-Low, 5-Very Low)

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Dock/Freight Helper #3.04

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
1. Unload freight from truck	T18	T17	PS15		
a. Open truck door	PS15	T18	PS13	M	3
b. Practice safety habits while lifting	PS15	T17	T18	R	4
c. Put freight on dolly or jack	PS15	T18	T17	M	4
d. Count pieces received for checking	A20	PS12	PS13	P	3
e. Assist fellow worker lift a heavy object when necessary	PS15	SS5	T18	M	4
2. Use jacks and dollies	PS15	T18	T17		
a. Place jack in proper position	PS15	PS12	PS14	M	3
b. Operate jack to assist in lifting	PS15	T17	T18	M	3
c. Deactivate, lower jack safely	PS15	T17	T18	M	3
d. Stack freight on dolly properly	PS10	PS13	T18	M	4
e. Transport freight on dolly successfully	PS15	T18	T17	M	3
3. Sort materials and stock	PS12	T18	A19		
a. Sort freight according to size	PS12	PS10	PS13	M	3
b. Sort freight according to weight	A20	PS12	PS10	M	2
c. Sort freight according to department	A19	PS12	PS14	M	3
d. Sort freight according to dates by putting newer freight in back	A20	PS12	PS13	M	2
e. Sort carefully so as not to damage freight	PS15	PS13	PS12	D	3

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving

*** LD - Learning Difficulty: 1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Dock/Freight Helper #3.04

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
4. Count materials and stock	A20	A19	T18		
a. Count freight	A20	PS10	PS12	P	4
b. Count and record amount of freight	A20	A21	PS10	P	3
c. Match count with amount on invoice	A19	A20	PS10	P	2
d. Use tally marks to keep track of freight pieces	A20	A21	PS10	P	3
5. Stack stock	T18	T17	T16		
a. Stack heavier items on the bottom	PS12	PS13	T18	M	4
b. Stack in proper place	PS14	PS13	PS12	M	4
c. Stack freight so it is well balanced	PS12	PS13	PS15	M	3
d. Stack with labels visible	PS12	PS14	PS13	M	4
e. Seek help when needed	PS12	SS1	SS3	S	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

COMMUNITY JOB TASK ANALYSIS

Community Job: Dock Worker #3.05

CRC Reference: Cluster #3

D.O.T. Reference: Any Industry #929.887

General Description: To load and unload trucks, operate jacks and dollies, sort freight, stack freight, take inventory, and clean and maintain tools and equipment.

Job Tasks	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	P	I	L**
1. Load and unload trucks	PS10	SS5	PS15	2	2	4
2. Operate hand jack and dolly	PS9	PS11	PS13	2	3	4
3. Sort freight	A19	PS10	PS13	3	2	3
4. Stack freight	PS13	PS14	SS5	2	2	3
5. Take inventory	A21	A20	PS10	3	2	2

* Refer to the Employability Curriculum for further work/skill training exercises.

** Employability task performance information includes the following:
P-Performance Frequency, I-Importance Level, L-Learning Difficulty
(Rating Scale: 1-Very High, 2-High, 3-Moderate, 4-Low, 5-Very Low)

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Dock Worker #3.05

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
1. Load and unload trucks	PS10	SS5	PS15		
a. Open truck door	PS13	PS11	PS15	M	4
b. Practice safety habits while lifting	PS10	SS1	PS15	R	3
c. Put freight on dolly	T18	T16	PS13	M	3
d. Count pieces properly for invoice	A20	PS14	A21	P	2
e. Assist fellow worker when lifting heavy objects	SS5	SS1	PS15	M	3
2. Operate hand jack and dolly	PS12	PS11	PS15		
a. Place jack in proper position	PS11	PS12	PS14	M	3
b. Operate jack to assist in lifting	PS14	PS11	PS13	M	3
c. Safely deactivate jack	PS15	PS14	PS11	M	4
d. Properly stack freight on dolly	PS14	TF6	PS10	M	3
e. Transport freight on dolly successfully	PS15	T18	PS11	M	3
3. Sort freight	A19	PS10	PS13		
a. Sort freight according to size	PS12	A20	PS10	M	3
b. Sort freight according to weight	PS12	A20	T16	M	3
c. Sort freight according to department	A19	PS12	PS14	M	2
d. Sort freight according to perishability	A19	PS12	PS10	M	3
e. Sort freight according to dates	PS12	A20	PS10	M	2

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving

*** LD - Learning Difficulty: 1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Dock Worker #3.05

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
4. Stack freight	PS13	PS14	SS5		
a. Stack heavier items on the bottom	PS12	A20	PS14	M	3
b. Stack in proper place	PS14	A19	PS13	M	3
c. Stack freight so it is balanced	PS12	PS15	PS10	M	2
d. Stack freight with labels visible	PS13	A19	TF6	M	4
e. Seek help when needed	SS2	SS5	SS1	D	4
5. Take inventory	A21	A20	PS10		
a. Count freight orally	A20	T16	TF6	P	4
b. Record freight counted	A20	A21	PS10	P	2
c. Use tally marks	A21	A20	PS10	P	3
d. Match count with invoice	A20	PS10	T16	P	2

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving

*** LD - Learning Difficulty: 1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy

Project EMPLOYABILITY
No. 0061-4C-81-D-3

COMMUNITY JOB TASK ANALYSIS

Community Job: Food Service Helper (Health) #3.06

CRC Reference: Cluster #3

D.O.T. Reference: Canning, Preserving, Slaughtering #529.887

General Description: To help keep food on the tray line, to fill silverware bins, and to wash food. Duties also include disposing of dirty linens, cleaning tables, cleaning entire area, and handling supplies.

Job Tasks	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	P	I	L**
1. Prepare foods	SS4	PS14	A19	2	2	3
2. Assist as bus boy/girl	SS3	T17	T18	2	3	4
3. Serve foods	SS4	PS14	TF6	2	3	4
4. Clean up dining room	T18	TF6	SS3	2	3	4
5. Wash dishes	T18	T16	TF6	2	2	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** Employability task performance information includes the following:
P-Performance Frequency, I-Importance Level, L-Learning Difficulty
(Rating Scale: 1-Very High, 2-High, 3-Moderate, 4-Low, 5-Very Low)

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Food Service Helper (Health) #3.06

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
1. Prepare foods	SS4	PS14	A19		
a. Wash produce	SS4	TF6	PS13	M	4
b. Peel produce	T18	T17	T16	M	3
c. Pare produce	PS10	PS11	PS15	M	3
d. Shred food	SS3	TF6	T16	M	3
e. Stir food	TF6	TF9	PS11	M	4
f. Open cans	PS11	PS15	T18	M	4
g. Slice meats	PS15	PS11	PS10	M	3
2. Assist as bus boy/girl	SS3	T17	T18		
a. Collect dishes and utensils	T16	TF6	SS4	M	4
b. Stack trays	T17	T16	PS10	M	4
c. Clean tables	T17	T16	TF6	M	4
d. Replace table cloths	T18	T17	T16	M	4
e. Dispose of dirty linen	PS14	PS13	T17	M	4
f. Carry dishes	T18	T16	TF6	M	4
g. Fill silverware bins	PS13	PS14	T17	M	4
3. Serve foods	SS4	PS14	TF6		
a. Measure portions	A20	A19	PS13	R	4
b. Slice meats	PS15	PS10	TF6	M	2
c. Supply cafeteria line	T18	PS9	SS4	M	4
d. Answer questions	SS2	SS1	PS14	S	3
e. Use soft drink dispenser	A19	PS13	PS11	M	4
4. Clean up dining room	T18	TF6	SS3		
a. Vacuum or sweep floor	T17	PS13	SS3	M	3
b. Mop floor	T18	TF6	SS3	M	3
c. Return materials to proper area	T17	TF6	SS3	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Food service helper (Health) #3.06

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
5. Wash dishes	T18	T16	TF6		
a. Fill sink with water	PS11	PS10	SS3	M	4
b. Add proper amount of detergent to water	PS11	PS10	SS3	R	3
c. Fill soap dispensers	PS10	TF8	SS3	R	3
d. Dry dishes and utensils	PS11	TF6	SS3	M	4
e. Stack dishes and utensils	PS11	PS10	SS3	M	4
f. Store dishes and utensils	PS10	PS14	SS3	M	4
g. Operate dishwasher	T17	T16	SS3	R	2
h. Sort dishes and silverware	T16	T17	SS3	D	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

COMMUNITY JOB TASK ANALYSIS

Community Job: Food Service Helper (Hospitality & Recreation) #3.07

CRC Reference: Cluster #3

D.O.T. Reference: Canning, Preserving, Slaughtering #529.887

General Description: To prepare and serve foods, perform bus boy/girl duties, and clean dining area.

Job Tasks	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	P	I	L**
1. Keep tray line supplied with food	SS5	TF6	T18	2	1	2
2. Keep bins filled with silverware	SS3	TF9	PS10	2	2	3
3. Wash food to be prepared	SS3	PS12	T18	2	2	3
4. Keep floors clean	SS3	PS10	PS13	3	3	3
5. Remove dirty linen	PS13	PS14	TF6	3	3	3
6. Wash work tables, meat block, etc.	PS13	T18	SS3	3	3	3
7. Load or unload bulk supplies	T18	PS15	PS13	3	3	3
8. Load trays on transport racks	PS11	PS13	PS15	3	3	3
9. Set up trays with knives, spoons, forks, cups, etc.	T16	PS13	PS10	3	2	3
10. Stack trays	T16	PS13	PS11	3	3	4
11. Cut up vegetables	PS11	PS12	PS13	2	3	3
12. Assist people with trays	SS4	SS2	PS14	4	2	3
13. Fill napkin holders	PS11	PS13	T16	3	3	3
14. Remove trash	T18	PS13	PS15	3	4	3
15. Wash large pots and pans by hand	T18	T17	T16	4	3	3

* Refer to the Employability Curriculum for further work/skill training exercises.

** Employability task performance information includes the following:
P-Performance Frequency, I-Importance Level, L-Learning Difficulty
(Rating Scale: 1-Very High, 2-High, 3-Moderate, 4-Low, 5-Very Low)

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Food Service Helper (Hospitality & Recreation) #3.07

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
1. Keep tray line supplied with food	SS5	TF6	T18		
a. Take large pans of prepared food to tray line	T18	PS15	PS13	M	3
b. Remove empty pans	T16	PS15	PS14	M	4
c. Put full trays in open slots	T18	PS13	PS11	M	3
d. Take empty trays to dishroom	T16	PS14	PS13	M	4
e. Put empty trays in sink	PS13	PS11	T16	M	4
2. Keep bins filled with silverware	SS3	TF9	PS10		
a. Get trays of assorted silverware	T18	PS15	PS13	M	4
b. Take trays to bin area	PS10	PS13	PS15	M	4
c. Put knives, forks, and spoons into bin	PS12	PS11	PS14	D	2
d. Take filled bins to proper area	PS13	PS14	PS15	M	3
e. Return empty tray to dishroom	PS13	T16	PS14	M	4
3. Wash food to be prepared	SS3	PS12	T18		
a. Take fresh foods to washing area	T16	T17	PS14	M	4
b. Rinse food	PS10	PS13	T16	M	3
c. Scrub food if necessary	PS12	PS14	PS10	D	3
d. Cut out bad sections	PS12	PS11	PS15	D	2
e. Put cleaned food in bins	PS14	PS13	T16	M	3
4. Keep floors clean	SS3	PS10	PS13		
a. Obtain bucket	PS14	PS15	SS3	M	4
b. Fill bucket with clean bucket	PS13	PS15	T18	M	4
c. Add cleaning solution to water	PS13	PS14	PS12	D	3
d. Mop floor where soiled	PS12	PS13	T18	M	2
f. Rinse out mop	PS13	PS14	PS11	M	3
g. Empty bucket	PS13	PS14	PS11	M	5
h. Put away bucket and mop	PS14	PS13	PS15	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Food Service Helper (Hospitality & Recreation) #3.07

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
5. Remove dirty linen	PS13	PS14	TF6		
a. Remove dirty linen from tables	PS13	PS11	PS14	M	3
b. Put linen in cart or bag	PS11	T16	PS13	M	3
c. Take bag to back room	PS14	PS13	T16	M	3
d. Empty bag or put it in specified area	PS14	PS13	T16	M	3
e. Return for more dirty linen with clean bag or cart	PS14	PS13	T16	M	3
6. Wash work tables, meat block, etc.	PS13	T18	SS3		
a. Get pan for large scraps	PS12	PS13	PS14	M	3
b. Scrape work table, meat block, etc.	T18	T16	T17	M	3
c. Empty pan into trash	PS13	PS15	PS14	M	3
d. Get bucket of hot water	PS13	T18	PS15	M	4
e. Scrub tables, blocks, etc.	T18	PS13	PS12	D	2
f. Wipe tables, blocks, etc. with dry cloth	T16	PS12	PS13	D	2
g. Put bucket, cloths away	PS13	PS14	PS10	M	4
7. Load or unload bulk supplies	T18	PS15	PS13		
a. Remove cases of food from truck	T18	T17	T16	M	3
b. Stack bulk food in proper places	T18	T16	PS15	D	3
c. Open cartons or cans of bulk food	T16	PS15	T18	M	3
d. Take opened cartons or cans to cooking area	PS14	TF6	PS13	M	3

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

COMMUNITY JOB TASK ANALYSIS

Community Job: Gardener #3.08

CRC Reference: Cluster #3

D.O.T. Reference: Any Industry #407.884

General Description: To perform such duties as hoeing, planting, fertilizing, watering, and cutting. Also, other duties will involve soil cultivation and preparation.

Job Tasks	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	P	I	L**
1. Hoe the soil	PS12	T18	PS13	5	2	4
2. Sow grass and plant plants	PS13	PS10	PS12	5	2	3
3. Spread fertilizer	PS15	PS13	T18	5	2	3
4. Water grass, flowers, and shrubs	PS13	PS12	PS15	5	2	5
5. Cut grass	PS15	PS10	T18	5	2	4
6. Trim flowers, shrubs, and trees	PS12	T18	PS10	5	2	3
7. Spray flowers, shrubs, trees, and plants	PS15	PS14	PS13	5	2	3
8. Transpant flowers, shrubs, and trees	PS13	PS10	PS12	5	2	3
9. Weed gardens	PS12	T18	T16	5	2	4
10. Rake leaves	T18	T16	T17	5	2	5
11. Use lawn and leaf bags for disposing of leaves properly	PS11	PS13	PS12	5	2	5
12. Sweep walks	T16	PS13	T18	5	2	5
13. Use garden tools properly	PS15	PS13	PS14	5	2	4
14. Edge and trim grass	PS10	T16	T18	5	2	4
15. Decorate or insulate with mulch, marble, etc.	PS13	PS12	PS10	5	2	3
16. Use lawn sweeper properly	T18	PS13	PS10	5	2	4
17. Use lawn roller properly	PS15	PS13	T18	5	2	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** Employability task performance information includes the following:
P-Performance Frequency, I-Importance Level, L-Learning Difficulty
(Rating Scale: 1-Very High, 2-High, 3-Moderate, 4-Low, 5-Very Low)

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Gardener #3.08

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
1. Hoe the soil	PS12	PS13	T18		
a. Distinguish between plants and weeds	PS12	PS10	PS14	D	3
b. Use the hoe properly	T18	T17	T16	M	4
c. Hoe to proper depth	PS13	PS12	PS10	M	3
d. Clean and return hoe to proper storage area	PS14	PS13	PS10	M	4
e. Dispose of unwanted objects found during hoeing	PS14	PS13	PS10	M	4
2. Sow grass and plant plants	PS13	PS10	PS12		
a. Recognize simple garden tools	PS14	PS10	PS12	D	4
b. Dig a hole to size required for item being planted	PS13	PS10	T18	M	3
c. Properly place plant in hole; replace dug out soil, or:	PS13	PS10	PS14	M	3
d. Cover an entire area with grass seed	PS14	PS10	T16	M	3
e. Cover seeded area with straw	PS14	PS10	T18	M	3
3. Spread fertilizer	PS15	PS13	T18		
a. Operate a lawn spreader properly	PS14	PS10	T16	M	4
b. Load a lawn spreader without spillage	PS10	PS15	PS11	M	4
c. Apply proper amount as directed	PS13	PS14	PS10	M	3
d. Overlap trips across the lawn to insure total coverage	PS10	PS13	T16	M	3
e. Clean the spreader after use for storage	PS14	PS13	PS10	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Gardener #3.08

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
4. Water grass, flowers, and shrubs	PS13	PS12	PS15		
a. Operate a garden hose properly	PS10	PS13	PS15	M	4
b. Cover all areas thoroughly without overwatering	PS12	PS10	PS13	D	3
c. Water without damaging the plants	PS13	PS10	PS12	M	4
d. Avoid watering in hot, direct sunlight	PS13	PS14	PS12	D	4
e. Replace garden hose in proper manner	PS14	PS13	PS10	M	4
5. Cut grass	PS15	PS10	T18		
a. Practice safety habits	PS15	PS10	T18	R	4
b. Put fuel in power mower	PS15	PS14	PS11	M	4
c. Adjust wheels to cutting height desired	PS15	PS12	PS11	M	3
d. Pull cord to start mower	PS15	PS14	PS11	M	4
e. Blow grass away from house and other undesirable areas	PS12	PS14	PS13	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

COMMUNITY JOB TASK ANALYSIS

Community Job: Garage Helper #3.09

CRC Reference: Cluster #3

D.O.T. Reference: Automotive Service #915.884

General Description: To help garage person by sweeping, mopping, washing floors, emptying trash, cleaning tools, restrooms, windows, and by performing other duties requested by the garage person.

Job Tasks	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	P	I	L**
1. Sweep floors	SS3	SS5	TF6	5	4	5
2. Empty trash cans	T16	T18	PS10	5	3	5
3. Mop floors	T16	T18	PS10	5	3	3
4. Wash windows	SS3	TF6	T16	5	2	3
5. Collect trash outside	SS3	T16	T18	5	4	5
6. Clean tools	SS3	PS11	PS10	2	1	4
7. Clean restrooms	SS5	T16	PS13	5	3	5
8. Clean car windows	SS2	SS3	SS4	2	1	2
9. Stack tires	T18	T17	PS10	3	4	5
10. Organize oil on shelves	PS12	PS11	PS10	3	4	5
11. Clean sinks	SS3	SS2	T16	5	3	5

* Refer to the Employability Curriculum for further work/skill training exercises.

** Employability task performance information includes the following:
P-Performance Frequency, I-Importance Level, L-Learning Difficulty
(Rating Scale: 1-Very High, 2-High, 3-Moderate, 4-Low, 5-Very Low)

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Garage Helper #3.09

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
1. Sweep floors	SS3	SS5	TF6		
a. Obtain broom and dust pan	SS3	PS13	PS14	M	4
b. Sweep floor with a back-and-forth movement	PS14	PS11	T17	M	4
c. Move furniture if needed	PS12	T18	SS5	M	4
d. Sweep under tables and cabinets	PS10	T18	PS12	R	4
e. Sweep trash into a pile	PS13	PS10	PS11	M	4
f. Pick up trash with dust pan	SS3	PS11	PS10	M	4
g. Throw trash into garbage can	SS3	PS10	PS11	M	4
h. Replace supplies	T16	SS3	PS14	M	4
2. Empty trash cans	T16	T18	PS10		
a. Prepare trash collector and supplies	SS3	TF6	PS14	R	4
b. Empty all trash cans into trash collector	SS3	T18	PS10	M	4
c. Wipe out trash can when needed	PS12	PS10	PS11	M	4
d. Spray inside of can with disinfectant	T16	PS10	PS13	M	4
e. Empty large trash collector	T18	PS15	T17	M	4
f. Put small trash cans in proper place	PS12	PS11	PS14	M	4
g. Replace supplies	T16	SS3	PS14	M	4
3. Mop floors	T16	T18	PS10		
a. Prepare cleaning solution and tools	PS15	PS14	PS10	R	4
b. Clear area; move furniture	T18	PS15	SS5	M	4
c. Wet mop; wring mop dry, using wringer bucket	PS10	SS3	TF6	M	4
d. Mop an appropriate sized area	T18	T17	PS12	R	4
e. Rinse mop	SS3	TF6	PS10	M	4
f. Repeat steps b-e until job is completed	T16	T17	T18	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Garage Helper #3.09

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
3. Mop floors (cont'd)					
g. Clean mop	SS3	PS10	PS11	M	4
h. Empty water	PS13	PS10	PS14	M	4
i. Return tools	PS13	SS3	PS14	R	4
4. Wash windows	SS3	TF6	T16		
a. Prepare cleaning solution, supplies	SS3	PS15	PS13	M	4
b. Choose proper washing tool	PS12	PS13	PS14	M	4
c. Wipe entire window	SS3	PS10	T18	M	3
d. Wipe entire window, using squeegee	SS3	PS11	PS13	M	3
e. Wipe end of squeegee after each stroke	T16	T17	PS13	M	4
f. Wipe around edge of window	T16	PS10	PS11	M	4
g. Wipe windowsill as needed	PS12	PS10	PS11	M	4
h. Return tools	T16	PS13	PS14	M	4
5. Collect trash outside	SS3	T16	T18		
a. Obtain trash container	T16	SS3	PS14	M	5
b. Pick up trash outside	SS3	PS13	PS10	M	5
c. Put trash into container	PS13	SS3	TF6	M	5
d. Empty trash container when full	T18	PS10	PS15	M	5
e. Replace trash container	T16	T17	PS14	M	5
6. Clean tools	SS3	PS11	PS10		
a. Gather cleaning supplies	SS3	PS14	PS10	M	4
b. Mix solution in bucket	PS13	PS14	PS10	M	4
c. Gather tools from floor	T16	SS3	PS15	M	4
d. Wipe tools with rag and solution	PS13	PS14	PS10	M	4
e. Wipe tools dry; put tools in proper places	PS13	PS14	PS10	M	3
f. Replace supplies	T16	PS14	TF6	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Garage Helper #3.09

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
7. Clean restrooms	SS5	T16	PS13		
a. Prepare supplies	PS14	PS15	PS10	M	4
b. Spray bowl cleaner under and around bowl	PS15	PS10	PS13	M	4
c. Scrub with bowl brush under rim and side of bowl	PS11	SS3	PS10	M	4
d. Flush toilets and urinals	T16	T17	TF6	M	4
e. Spray disinfectant on outer bowl rim	PS15	PS10	T16	M	4
f. Spray top of seat and underneath	PS10	PS15	T16	M	4
g. Wipe sprayed area with paper towel	T16	T17	PS10	M	4
h. Dispose of soiled towel	T16	PS14	SS3	M	4
i. Wipe chrome with treated cloth	PS13	SS3	PS10	M	4
j. Replace supplies	T16	PS14	TF6	M	4
8. Clean car windows	SS2	SS3	SS4		
a. Prepare cleaning solution	PS13	PS15	PS10	M	4
b. Spray solution on windows	PS15	PS13	PS10	M	4
c. Wipe entire window	PS10	PS11	PS13	M	4
d. Wipe entire window with squeegee	PS11	PS10	T16	M	4
e. Wipe squeegee after each stroke	T16	T17	PS10	M	4
f. Replace tools	PS13	PS14	PS10	M	4
9. Stack tires	T18	T17	PS10		
a. Get pick-up cart	PS13	PS14	TF6	M	4
b. Gather tires from work area	T18	SS3	T16	M	4
c. Place tires on cart	T18	PS10	PS15	M	4
d. Take tires to designated storage area	PS13	PS14	SS3	R	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Garage Helper #3.09

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
9. Stack tires (cont'd)					
g. Remove tires from cart one at a time	T16	T18	T17	M	4
h. Place tires in storage area	PS13	PS14	TF6	M	4
i. Stack tires to desired levels	PS13	PS14	PS10	D	4
j. Continue to stack until all tires are stored	T18	T17	T16	M	4
k. Put cart back in proper place	PS13	PS14	TF6	M	4
10. Organize oil on shelves	PS12	PS11	PS10		
a. Get oil supplies from storage	PS13	PS14	PS10	R	4
b. Bring oil supplies to proper area	SS3	PS13	PS10	D	4
c. Open boxes of oil	T16	T18	T17	M	4
d. Take cans out of boxes	T16	T17	TF6	M	4
e. Read labels	A19	SS1	PS10	P	3
f. Place oil in shelves in proper order	PS13	PS14	PS12	D	4
g. Put unused cans back into box	T16	T17	PS13	M	4
h. Take extras back to storage	T16	PS13	TF6	M	4
11. Clean sinks	SS3	SS2	T16		
a. Prepare supplies	PS15	PS13	PS14	M	4
b. Apply scouring powder or foam cleanser to inside of sink	PS11	PS10	PS13	M	4
c. Scrub until soil is loosened, using damp sponge	T18	T17	PS10	M	4
d. Remove built-up soaps and dirt	PS11	PS10	TF6	M	4
e. Rinse sink	T16	PS13	PS10	M	4
f. Wipe sink dry	SS3	T16	PS11	M	4
g. Wipe chrome areas	PS13	PS10	PS11	M	4
h. Replace supplies	PS13	PS14	SS3	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

COMMUNITY JOB TASK ANALYSIS

Community Job: General Maintenance Helper #3.10

CRC Reference: Cluster #3

D.O.T. Reference: Any Industry #638.884

General Description: To help maintenance personnel sweep, scrub, wax, vacuum, remove snow, paint, dust, plaster, and repair buildings and grounds.

Job Tasks	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	P	I	L**
1. Sweep floors	PS13	T16	PS10	2	2	5
2. Clean windows	PS10	PS13	PS11	3	2	3
3. Patch Plaster	PS10	A21	T18	3	2	2
4. Help with painting	PS13	PS15	PS10	3	2	3
5. Repair broken building components	PS13	PS10	SS5	3	2	3
6. Scrub floors	T16	T18	TF6	2	2	4
7. Wax floors	T16	PS13	T18	3	2	3
8. Run vacuum	T16	PS15	PS10	2	2	5
9. Take care of lawn	PS13	PS10	PS14	2	2	5
10. Shovel snow	T18	T16	T17	4	2	5
11. Use simple tools	PS15	PS11	PS10	2	2	3
12. Dust	PS14	PS11	PS10	2	2	5
13. Clean toilets	PS13	T16	PS10	2	1	4
14. Repair and maintain heating/cooling system	PS13	A20	PS10	3	2	2
15. Repair and maintain lighting system	PS10	PS13	PS15	3	2	2

* Refer to the Employability Curriculum for further work/skill training exercises.

** Employability task performance information includes the following:
P-Performance Frequency, I-Importance Level, L-Learning Difficulty
(Rating Scale: 1-Very High, 2-High, 3-Moderate, 4-Low, 5-Very Low)

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: General Maintenance Helper #3.10

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
1. Sweep floors	PS13	T16	PS10		
a. Inspect floors to see if they need sweeping	PS12	PS10	PS13	R	3
b. Use a broom properly	PS11	PS13	T16	M	4
c. Use a dust pan properly	PS11	PS10	PS14	M	4
d. Put dirt and dust in proper container	PS13	PS10	PS11	M	4
e. Sweep a large area using overlapping strokes	PS13	PS10	T18	M	3
f. Inspect the area to make sure it is clean	PS12	PS13	PS10	D	3
2. Clean windows	PS10	PS13	PS11		
a. Collect materials needed for window cleaning	PS12	A19	PS10	M	4
b. Use a pump sprayer properly	PS11	PS10	PS13	M	4
c. Use a squeegee properly	PS11	PS10	PS13	M	3
d. Inspect windows for spots and streaks	PS12	PS13	PS10	D	4
e. Use a ladder safely	PS15	PS10	PS13	M	3
f. Operate windows correctly for easiest cleaning	PS13	PS12	PS14	R	3
3. Patch plaster	PS10	A21	T18		
a. Gather all materials needed and take to work area	PS14	PS13	PS10	M	4
b. Knock loose plaster from wall	PS10	PS11	PS14	M	4
c. Mix powdered plaster with water to right consistency	PS10	PS13	PS14	M	2
d. Hand the correct tool to the plasterer when asked	PS10	PS12	SS5	D	3
e. Measure plaster board for patch job	A20	PS10	PS13	D	2

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

TASK DETAILING SHEET

Community Job: General Maintenance Helper #3.10

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
3. Patch plaster (Continued)	PS10	A21	T18		
f. Cut out size of plaster board needed	A20	PS10	PS11	M	2
g. Nail plaster board in hole	PS10	PS13	PS15	M	3
h. Tape over seams of plasterboard	A20	PS10	PS11	M	3
i. Patch over nail heads, taped seams, and roughness	PS14	PS10	PS11	M	4
j. Sand excess patch from work area	PS10	PS13	PS11	M	4
k. Clean up tools and work area after work is completed	PS13	PS14	PS11	M	4
4. Help with painting	PS13	PS15	PS10		
a. Prepare work area by laying drop cloths, newspapers, etc.	PS14	PS10	PS13	M	4
b. Open paint cans	PS11	A19	PS15	M	4
c. Stir paint for correct mixture	PS11	PS10	PS13	M	4
d. Assemble paint rollers	PS11	A19	PS13	M	4
e. Fill roller pans	PS11	PS14	PS10	M	4
f. Mask around objects not to be painted	PS11	PS13	PS10	M	3
g. Trim corners and masked areas	PS10	PS14	T17	M	3
h. Paint the area with brush or roller	PS10	PS13	PS14	M	3
i. Read the label to determine material needed to clean brushes and roller covers	A19	PS13	PS10	M	3
j. Use cleaning fluids in safe manner	PS15	A19	PS13	R	3
k. Use a ladder safely	PS15	PS14	PS10	M	3
l. Reseal all unused paint tightly	PS14	PS13	PS11	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving

*** LD - Learning Difficulty: 1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy

TASK DETAILING SHEET

Community Job: General Maintenance Helper #3.10

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
5. Repair broken building components	PS13	PS10	PS13		
a. Operate shop tools properly	PS15	PS11	PS13	R	3
b. Inspect broken item to decide what tools to use	PS12	PS10	PS14	D	3
c. Select the co-rect parts to repair the building component	PS12	PS10	PS14	D	3
d. Restore broken piece successfully	PS10	PS14	PS11	M	3
e. Replace repaired component	PS14	SS1	SS2	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

COMMUNITY JOB TASK ANALYSIS

Community Job: Greenhouse Worker #3.11

CRC Reference: Cluster #3

D.O.T. Reference: Agriculture #406.887

General Description: To assist in planting seeds, watering, covering, and transplanting plants; and to assist in caring for flowers, plants, and in minor maintenance of the greenhouse facility.

Job Tasks	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	P	I	L**
1. Plant seeds	PS13	PS11	PS10	3	1	4
2. Water plants	PS13	PS10	PS12	2	1	4
3. Cover plants	PS10	PS13	PS11	5	1	4
4. Transplant flowers	PS11	PS13	PS14	2	1	2
5. Replace window panes	T18	PS15	PS14	3	3	2
6. Wrap pipes with tape	PS13	PS14	PS11	3	2	4
7. Sterilize soil	PS13	PS14	PS15	2	1	1
8. Cut flowers	PS11	PS10	PS13	2	2	3
9. Wire fences	PS13	PS11	PS12	4	2	3
10. String plants	PS11	PS13	PS14	4	2	3
11. Keep records of transplanting	A19	A21	PS10	5	2	2
12. Harvest crops	SS3	SS5	TF6	5	1	4
13. Build bench supports	PS13	T18	PS11	5	2	1

* Refer to the Employability Curriculum for further work/skill training exercises.

** Employability task performance information includes the following:
P-Performance Frequency, I-Importance Level, L-Learning Difficulty
(Rating Scale: 1-Very High, 2-High, 3-Moderate, 4-Low, 5-Very Low)

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Greenhouse Worker #3.11

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
1. Plant seeds	PS13	PS11	PS10		
a. Gather supplies	SS3	PS12	PS13	M	4
b. Prepare soil	T18	PS13	T17	M	4
c. Determine number of seeds needed	A20	A21	PS13	M	3
d. Determine planting depth of seeds	A20	PS13	PS11	M	3
e. Count out number of bulbs needed	A20	PS13	PS14	M	3
f. Place seeds/bulbs into soil	PS11	PS13	PS14	M	4
g. Determine amount of soil needed to cover seeds/bulbs	A20	PS13	PS11	M	4
h. Determine how much water is needed	PS12	PS10	PS14	M	4
i. Water seeds	PS13	PS11	PS12	M	5
j. Return supplies	PS14	PS15	PS10	M	5
2. Water plants	PS13	PS10	PS12		
a. Gather equipment	PS12	PS13	PS14	M	5
b. Connect hose to water outlet	PS15	PS14	PS13	M	5
c. Turn on hose	PS11	PS10	PS12	M	5
d. Determine if plant needs to be watered	PS12	PS10	PS11	M	3
e. Determine how much water is needed	PS12	PS11	PS14	M	3
f. Water plants	PS11	PS13	PS12	M	4
g. Turn off hose	PS11	PS10	PS13	M	5
h. Put supplies away	PS13	PS14	PS12	M	4
3. Cover plants	PS10	PS13	PS11		
a. Gather covering supplies	PS12	PS11	PS13	M	5
b. Pull cover over plants	PS11	PS10	PS13	M	5
c. Remove cover from plants when required	PS11	PS10	PS13	M	5
d. Place cover in storage place	PS14	PS13	PS15	M	5

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Greenhouse Worker #3.11

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
4. Transplant flowers	PS11	PS13	PS14		
a. Gather supplies	PS13	PS14	PS12	M	4
b. Determine which flowers to transplant	PS12	PS13	PS10	D	4
c. Dig flowers from soil	PS11	PS10	PS13	M	4
d. Determine planting depth	PS12	PS13	PS11	D	3
e. Place flowers in new dirt	PS13	PS12	PS11	M	4
f. Cover plant roots with soil	PS13	PS14	PS11	M	4
g. Pack soil	PS13	PS10	PS11	M	4
h. Water soil if necessary	PS12	PS13	PS10	D	3
i. Return supplies	PS13	PS14	PS15	M	4
5. Replace window panes	T18	PS15	PS14		
a. Gather broken glass carefully	PS15	PS13	PS14	M	4
b. Remove all broken glass carefully	PS15	PS13	PS12	M	4
c. Discard glass into proper container	PS13	PS15	PS10	M	5
d. Get new window pane	PS15	PS13	PS12	M	4
e. Place window pane into window	PS15	PS12	PS11	M	4
f. Install glazier's points	PS13	PS14	PS11	M	3
g. Glaze windows	PS13	PS11	PS10	M	4
6. Wrap pipes with tape	PS13	PS14	PS11		
a. Gather supplies	PS12	PS14	PS13	M	4
b. Wrap pipes with tape	PS13	PS11	PS10	M	5
c. Cut off excess tape	PS10	PS13	PS11	M	4
d. Secure tape to pipes	PS10	PS11	PS13	M	4
e. Put supplies away	PS14	PS15	PS10	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Greenhouse Worker #3.11

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
7. Sterilize soil	PS13	PS14	PS15		
a. Gather supplies	PS14	PS12	PS13	M	4
b. Go to designated area	PS14	PS12	PS10	R	4
c. Recognize area to be sprayed	PS12	PS13	PS14	D	3
d. Spray soil with sterilizer	PS10	PS11	PS13	M	4
e. Use proper amount of sterilizer	PS12	PS13	PS10	D	3
g. Open windows for ventilation	PS13	PS14	PS12	M	4
h. Put up signs indicating sterilization	PS13	PS15	SS3	D	4
i. Place sterilizer away	PS15	T18	PS14	D	4
8. Cut flowers	PS11	PS10	PS13		
a. Gather cutting supplies	PS14	PS13	PS12	M	5
b. Determine which flowers to cut	PS12	PS10	PS13	M	4
c. Determine length of stem	PS12	PS13	PS14	M	3
d. Cut flowers with knife	PS15	PS13	PS10	M	4
e. Place flowers into water	PS13	PS14	PS11	M	4
f. Place flowers in storage	PS13	PS12	SS3	M	4
g. Return cutting supplies	PS14	PS13	PS12	M	5
9. Wire fences	PS13	PS11	PS12		
a. Gather supplies	PS14	PS13	PS12	R	4
b. Take them to designated wiring area	PS15	PS14	PS12	D	4
c. Measure wire to certain length	PS10	PS13	A20	D	2
d. Place wire in ground supports	PS11	PS10	PS13	M	4
e. Cut wire with cutters	PS15	PS14	PS11	M	4
f. Connect wire together with rope	PS11	PS10	PS12	M	4
g. Space wire proper distances	PS13	PS11	A20	P	2
h. Continue connecting wire to supports	T17	T16	PS13	M	4
i. Repeat until entire area is wired	T16	T17	PS13	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

147

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Greenhouse Worker #3.11

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
10. String plants	PS11	PS13	PS14		
a. Gather supplies	PS12	PS13	PS14	R	4
b. Go to area designated for stringing	PS14	TF9	TF7	D	4
c. Unwind ball of string	PS13	PS10	TF6	M	4
d. Place string on wire	PS13	PS11	PS10	M	4
e. Use under-over motion	T16	PS13	PS11	D	3
f. Pull string across wire	PS13	PS11	PS10	M	4
g. Tie string to other side	PS11	PS10	PS13	M	4
h. Continue until all wire is strung	T16	T17	PS14	M	4
i. Wind plants around string	PS9	T16	PS10	M	3

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

COMMUNITY JOB TASK ANALYSIS

Community Job: Grounds Care Helper #3.12

CRC Reference: Cluster #3

D.O.T. Reference: Any Industry #407.884

General Description: To help with garden weeding, mowing grass, snow removal, watering, trimming, and planting, as well as with tools and equipment.

Job Tasks	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	P	I	L**
1. Mow grass	PS15	SS2	PS13	3	3	3
2. Trim grass	PS15	PS12	PS14	3	3	4
3. Rake grass and leaves	T17	T18	PS14	3	3	4
4. Water grass, flowers, and shrubs	PS11	PS14	PS18	3	4	4
5. Weed flower garden	T16	T17	PS12	2	4	4
6. Sweep walks	T16	T17	T18	2	3	4
7. Clear walks of snow	T17	T18	PS14	2	3	4
8. Plant grass, flowers, and shrubs	PS12	PS14	T17	4	3	3

* Refer to the Employability Curriculum for further work/skill training exercises.

** Employability task performance information includes the following:
P-Performance Frequency, I-Importance Level, L-Learning Difficulty
(Rating Scale: 1-Very High, 2-High, 3-Moderate, 4-Low, 5-Very Low)

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Grounds Care Helper #3.12

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
1. Mow grass	PS15	SS2	PS13		
a. Fill mower with fuel	PS15	PS13	PS14	M	4
b. Start mower	PS15	PS13	PS14	M	4
c. Cut entire area as instructed	T18	PS14	PS15	M	3
d. Practice safety habits while cutting	PS15	PS12	PS14	R	4
e. Clean mower for proper storage	PS15	SS3	TF8	M	4
2. Trim grass	PS15	PS12	PS14		
a. Identify proper tools for trimming	PS14	PS12	SS3	R	4
b. Distinguish plants from weeds	PS12	PS14	PS10	R	3
c. Trim desired area, practicing safety habits	PS15	PS14	SS3	R	3
d. Pick up and dispose of cut weeds	T18	PS14	T17	M	4
e. Clean and return tools to storage area	PS15	PS14	SS3	M	4
3. Rake grass and leaves	T17	T18	PS14		
a. Choose proper rake for job	PS12	PS14	TF6	M	4
b. Practice safety habits (e.g. lay rake teeth down)	PS15	PS14	PS12	R	3
c. Rake desired area properly	T18	T17	PS14	M	3
d. Pick up and properly dispose of raked material	T18	PS14	PS12	M	4
e. Return rake to storage area	PS15	PS14	PS12	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Grounds Care Helper #3.12

Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
4. Water grass, flowers, and shrubs	PS11	PS14	PS18		
a. Operate garden hose properly	PS9	PS13	PS14	M	4
b. Water all areas thoroughly, without over-watering	PS12	PS13	PS14	D	4
c. Water without damaging the plants	PS13	PS14	PS12	M	4
d. Avoid watering in direct sunlight	PS12	PS14	PS10	D	4
e. Replace garden hose to proper storage place	PS14	T18	T17	M	4
5. Weed flower garden	T16	T17	PS12		
a. Obtain proper tools needed	PS12	SS3	PS14	M	4
b. Distinguish between weeds and flowers	PS12	PS10	PS9	R	2
c. Weed the desired area properly	PS14	SS3	PS10	M	3
d. Gather and properly dispose of weeds	SS3	T18	PS14	M	4
e. Clean and return tools to proper area	PS15	PS14	PS12	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving

*** LD - Learning Difficulty: 1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy

Project EMPLOYABILITY
No. 0061-4C-81-D-3

COMMUNITY JOB TASK ANALYSIS

Community Job: Housekeeper's Helper (Health Facility) #3.13

CRC Reference: Cluster #3

D.O.T. Reference: Hotel & Restaurant #321.138

General Description: To clean beds, stands, floors, windows, toilets and rooms; to replenish supplies such as light bulbs, towels, soaps; and to empty trash.

Job Tasks	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	P	I	L**
1. Wash bed frame with cleaning solution	A19	PS13	PS11	3	3	3
2. Wipe stands with damp cloths	T16	PS13	PS11	2	3	4
3. Sweep floors	T16	PS13	PS11	3	3	3
4. Wash floor with scrubber	T18	PS13	PS11	5	3	2
5. Wash windows inside and out	T18	PS13	PS11	5	2	2
6. Empty trash	T16	PS13	PS14	2	2	4
7. Supply towels, soaps, and glasses	PS12	PS13	PS14	2	3	3
8. Replace lightbulbs when necessary	PS12	PS11	PS15	5	4	2
9. Clean and disinfect toilets, sinks, showers	A19	PS12	PS11	2	1	3
10. Scrub bathroom floors	T18	PS13	TF6	3	3	2
11. Shine chrome	PS13	TF6	T16	2	3	3
12. Wipe off bed trays	T16	PS13	PS10	2	3	4
13. Clean drawers	T16	T17	PS13	3	3	3
14. Put up clean drapes	PS11	T18	PS13	5	4	2
15. Wash walls	T17	T16	T18	5	4	2
16. Wipe window ledges	T16	PS13	PS10	2	3	3
17. Polish furniture	T16	PS13	PS11	2	3	4
18. Spray disinfectant where needed	PS12	PS13	PS14	3	3	3
19. Mop floors in intensive care	T18	PS13	PS15	5	4	2
20. Move furniture in rooms for cleaning	T18	PS13	T16	5	4	2
21. Report needed repairs to maintenance	PS12	PS14	SS1	4	4	3
22. Keep cart supplies updated	PS12	PS14	PS13	4	3	3
23. Discard dead flowers	PS12	PS14	PS13	5	4	4
24. Push patient from room to room	T18	PS13	PS15	4	1	2

* Refer to the Employability Curriculum for further work/skill training exercises.

** Employability task performance information includes the following:
P-Performance Frequency, I-Importance Level, L-Learning Difficulty
(Rating Scale: 1-Very High, 2-High, 3-Moderate, 4-Low, 5-Very Low)

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Housekeeper's Helper (Health Facility) #3.13

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
1. Wash bed frame with cleaning solution	A19	PS13	PS11		
a. Obtain appropriate cleaning material	A19	PS13	PS14	R	4
b. Mix cleaning solution	A19	PS13	PS14	D	3
c. Apply cleaning solution to bed	PS13	PS11	TF6	M	3
d. Wipe all areas of bed frame with wet cloth	TF6	PS11	T16	M	3
e. Dry bed frame with dry cloth	TF6	PS11	T16	M	3
f. Return cleaning supplies	PS14	PS13	PS12	R	4
2. Wipe stands with damp cloths	T16	PS13	PS11		
a. Obtain cleaning materials	PS14	PS12	PS13	R	4
b. Remove all articles from stand	T16	PS11	TF6	M	4
c. Wipe stand top and sides with damp cloth	TF6	PS13	T16	M	3
d. Dry stand with dry cloth	TF6	PS13	T16	M	3
e. Return articles to stand	T16	PS11	TF6	R	3
f. Return cleaning materials	PS14	PS13	PS12	R	4
3. Sweep floors	T16	PS13	PS11		
a. Obtain broom and dust pan	PS12	PS14	PS13	R	4
b. Check for waste paper on floors	PS13	T16	PS12	D	4
c. Pick up waste paper	PS11	PS13	T16	M	4
d. Discard waste paper	PS11	PS13	T16	M	4
e. Sweep entire floor	PS11	PS12	PS13	M	3
f. Sweep dirt into one area	PS13	PS12	T16	M	3
g. Place dust pan near dirt	PS12	PS10	PS13	M	4
h. Sweep dirt into dust pan	PS11	PS13	PS10	M	3
i. Discard dirt	PS13	PS14	PS11	M	4
j. Return cleaning supplies	PS14	PS13	PS12	R	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Housekeeper's Helper (Health Facility) #3.13

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
4. Wash floor with scrubber	T18	PS13	PS11		
a. Obtain cleaning supplies	PS14	PS12	PS13	R	4
b. Sweep floor	PS11	PS12	TF6	M	4
c. Apply cleaning solution to floor	PS11	PS13	TF6	M	3
d. Plug in scrubber	PS11	PS15	PS14	M	4
e. Turn scrubber on	A19	PS11	PS13	R	4
f. Move scrubber slowly across area	T17	TF6	PS13	M	3
g. Rescrub area	PS14	T16	TF6	M	3
h. Observe for streaks; rescrub if necessary	PS12	PS10	PS13	D	2
i. Allow floors to dry	PS12	PS13	PS12	D	3
j. Return supplies	PS14	PS13	PS12	R	4
5. Wash windows inside and out	T18	PS13	PS11		
a. Obtain cleaning materials	PS14	PS12	PS13	R	4
b. Mix cleaning solution	A19	PS10	PS13	D	3
c. Pour cleaning solution into spray bottle	PS10	PS11	PS13	M	3
d. Spray solution on window	PS11	PS13	PS10	M	4
e. Wipe windows dry	PS11	PS12	PS10	M	3
f. Observe results; repeat if needed	PS12	PS10	PS13	D	3
g. Return cleaning materials to cart	PS14	PS13	PS12	R	4
6. Empty trash	T16	PS13	PS14		
a. Obtain necessary supplies	PS12	PS14	PS13	R	4
b. Check trash can for waste	PS14	PS13	PS10	D	3
c. Remove used trash liner	PS11	PS14	PS13	M	4
d. Discard used trash liner	PS11	PS12	PS14	M	4
e. Spray disinfectant in trash can	PS11	PS13	PS14	M	4
f. Place new liner in trash can	PS11	PS12	PS14	M	3

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving

*** LD - Learning Difficulty: 1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Housekeeper's Helper (Health Facility) #3.13

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
7. Supply towels, soaps, and glasses	PS12	PS13	PS14		
a. Check stand and bathroom for used towels, soap	PS12	PS14	PS13	D	3
b. Remove used items	PS12	PS13	PS14	M	4
c. Place dirty items on cart for cleaning	PS12	PS10	PS13	M	3
d. Obtain clean glasses, soap, and towels	PS14	PS13	PS10	M	4
e. Place clean items in appropriate place	PS11	PS14	PS12	M	3
8. Replace lightbulbs when necessary	PS12	PS13	PS15		
a. Turn on light switch	PS11	PS14	PS10	R	5
b. Check to make sure bulb is working	PS12	PS13	PS10	D	5
c. Replace bulb if needed	PS11	PS12	PS15	R	4
d. Turn off light switch	PS11	PS14	PS10	R	5
e. Unscrew old light bulb	PS11	PS13	PS15	M	4
f. Screw in new light bulb	PS11	PS13	PS15	M	4
g. Turn on light switch	PS11	PS14	PS10	R	5
h. Check to make sure light works	PS12	PS13	PS10	D	5
i. Discard old light bulb	PS14	PS13	PS12	M	4
9. Clean and disinfect toilets, sinks, showers	A19	PS12	PS11		
a. Obtain cleaning materials	A19	PS12	PS14	R	4
b. Apply cleaning solution to toilet, shower, sink	PS11	PS13	TF6	M	3
c. Scrub areas until clean	PS11	T18	PS12	M	3
d. Rinse area	PS11	PS12	PS13	M	4
e. Dry clean area with towel or cloth	PS11	PS12	T17	M	4
f. Spray disinfectant	PS11	PS13	PS15	M	3
g. Repeat steps if necessary	PS12	T18	T16	D	3
h. Return all cleaning supplies	PS14	PS13	PS12	R	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Housekeeper's Helper (Health Facility) #3.13

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
10. Scrub bathroom floor	T18	PS13	TF6		
a. Obtain cleaning materials	A19	PS12	PS14	R	4
b. Apply cleaning solution to floor	PS11	PS13	TF6	M	3
c. Scrub floor with circular motions	PS11	PS13	TF6	M	3
d. Rinse floor with clean water	PS13	TF6	T16	M	4
e. Observe results; repeat steps if necessary	PS12	PS10	T16	D	2
f. Wipe off excess water with cloth	PS12	PS11	PS10	M	4
g. Spray disinfectant	PS11	PS13	PS15	M	4
h. Allow floor to dry completely	PS12	PS13	PS14	D	5
i. Return cleaning materials	PS14	PS13	PS12	R	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

COMMUNITY JOB TASK ANALYSIS

Community Job: Housekeeper's Helper (Motel Facility) #3.14

CRC Reference: Cluster #3

D.O.T. Reference: Hotel & Restaurant #321.138

General Description: To help housekeeper change bed linen, dust rooms and furniture, wash tile, scrub floors, vacuum rugs, wash mirrors and windows, change bulbs, and replenish supplies.

Job Tasks	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	P	I	L**
1. Change linen on beds	PS10	PS14	T18	2	1	2
2. Dust entire room	PS15	PS13	PS14	2	2	3
3. Wash bathroom tile	T18	PS13	SS3	3	2	3
4. Scrub bathroom floors	T18	PS13	PS14	4	3	3
5. Replace stationery, postcards, pencils, laundry bags, tour books	PS14	PS12	PS13	3	2	4
6. Wash mirrors and windows	T18	PS10	TF8	3	3	3
7. Check and replace needed lightbulbs	PS15	PS14	PS10	4	4	2
8. Supply towels, soap, and glasses	PS14	PS12	PS13	2	1	4
9. Report clean rooms to desk	PS14	A20	PS12	2	1	5
10. Keep supplies on cart updated	A19	PS14	PS12	3	3	4
11. Spray rooms daily with air freshener	PS13	T16	PS14	2	3	3
12. Clean toilet	PS14	PS12	T16	3	2	3
13. Clean sink with cleanser	PS13	PS12	PS14	2	2	3
14. Shine all chrome	PS12	PS13	PS15	2	2	4
15. Sweep around carpet edges and baseboard	PS12	PS14	PS13	2	2	3
16. Clean under beds and dressers	T18	T16	PS12	3	3	3
17. Polish furniture	PS13	PS14	PS15	3	3	3
18. Clean window ledges, wash filters in rooms, and clean hallways	PS13	PS14	SS3	2	3	3
19. Move beds and sweep	T18	PS15	PS9	4	4	3
20. Report all repairs needed	PS14	PS13	PS12	5	3	3
21. Turn off all lights	PS14	PS13	TF8	3	2	5
22. Turn in room keys to desk	PS13	PS14	PS12	2	1	4
23. Check for cobwebs	T18	T16	T16	3	3	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** Employability task performance information includes the following:
P-Performance Frequency, I-Importance Level, L-Learning Difficulty
(Rating Scale: 1-Very High, 2-High, 3-Moderate, 4-Low, 5-Very Low)

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Housekeeper's Helper (Motel Facility) #3.14

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
1. Change linen on beds	PS10	PS14	T18		
a. Remove dirty linen from bed	PS14	PS11	SS5	M	4
b. Obtain clean linen from cart	PS14	PS12	SS3	R	5
c. Place clean linen on beds	PS13	PS12	SS3	M	3
d. Fold and tuck in ends and sides	PS13	PS11	SS3	M	3
e. Place clean pillow cases on pillows	PS12	PS11	SS3	M	4
f. Return blankets and bedspread to bed	PS14	PS13	SS3	M	3
g. Remove all wrinkles and creases	PS13	PS11	SS3	D	4
h. Gather dirty linen	PS12	PS14	SS3	M	5
i. Place dirty linen in laundry cart	PS14	T18	SS3	R	5
2. Dust entire room	PS15	PS13	PS14		
a. Gather cleaning materials from cart	PS12	PS14	PS13	R	4
b. Remove articles from furniture	PS15	PS14	PS11	M	4
c. Spray polish over furniture	PS9	T16	SS3	D	4
d. Wipe and polish furniture	PS14	T18	SS3	M	3
e. Dust each article	PS15	PS11	PS14	M	3
f. Return articles to furniture	PS14	PS15	PS11	R	4
g. Dust all pictures	PS15	PS15	PS11	M	4
h. Shake dust cloth out when necessary	PS12	PS13	SS3	D	3
i. Observe results; repeat steps if necessary	PS14	PS12	SS3	D	3
j. Place all cleaning materials back on cart	PS14	PS11	SS3	R	4
3. Wash bathroom tile	T18	PS13	SS3		
a. Examine area; decide type of cleaning materials needed	PS12	PS14	PS13	D	3
b. Obtain cleaning materials from cart	PS14	PS12	SS3	R	4
c. Mix cleaning solution if necessary	PS14	PS13	SS3	D	3
d. Apply cleaning solution to tiles	T18	T16	PS11	M	3
e. Wipe tiled areas thoroughly	PS11	PS14	SS3	M	3

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

TASK DETAILING SHEET

Community Job: Housekeeper's Helper (Motel Facility) #3.14

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
3. Wash bathroom tile (cont'd)					
f. Rinse cleaning solution from tiles	PS11	PS13	SS3	M	4
g. Dry tile area with clean, dry towels	PS12	PS14	SS3	M	4
h. Spray disinfectant if necessary	PS12	SS3	PS11	D	3
i. Spray polish on tiles	PS13	PS11	SS3	M	4
j. Wipe tiles clean of polish	PS14	T16	SS3	M	3
k. Return all cleaning materials to cart	PS14	PS13	SS3	R	4
4. Scrub bathroom floors	T18	PS13	PS14		
a. Obtain materials from cart	PS14	PS12	SS3	R	3
b. Sweep bathroom floor	T18	PS13	SS3	M	4
c. Mix cleaning solution	PS13	PS14	PS10	D	3
d. Apply cleaning solution to floor	T18	T16	SS3	M	3
e. Scrub floor with circular motions	T18	T16	SS3	M	3
f. Rinse floor with clean water	T18	T16	SS3	M	4
g. Observe results; repeat steps in certain areas if necessary	PS13	PS12	T18	D	2
h. Wipe off excess water with dry towel	PS13	PS11	SS3	M	4
i. Allow floor to dry completely	PS12	PS15	SS3	D	5
j. Return cleaning materials to cart	PS14	PS13	SS3	R	4
5. Replace stationery, postcards, pencils/ pens, laundry bags, tour books	S14	PS12	PS13		
a. Check drawers for stationery and pencils	PS14	PS12	SS3	D	4
b. Decide whether additional stationery or pencils are needed	PS12	PS14	SS3	D	3
c. Obtain additional stationery and pencils from cart	PS14	PS11	SS3	M	4
d. Place stationery and pencils in appropriate place	PS14	PS12	SS3	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Housekeeper's Helper (Motel Facility) #3.14

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
5. Replace stationery, postcards, pencils laundry bags, tour books (cont'd)					
e. Check tables for postcards	PS14	PS12	SS3	D	4
f. Decide whether additional postcards are needed	PS12	PS14	SS3	D	3
g. Obtain additional postcards from cart	PS12	PS14	SS3	M	4
h. Place postcards in place	PS12	PS11	SS3	M	4
i. Check dresser top for tourbook	PS14	PS12	SS3	D	4
j. If tourbook is gone, obtain additional tourbook from cart	PS14	PS11	SS3	M	4
k. Place tourbook in place	PS14	PS11	SS3	M	4
6. Wash mirrors and windows	T18	PS10	TF8		
a. Obtain cleaning materials from cart	PS14	PS12	SS3	R	4
b. Mix cleaning solution if necessary	PS13	PS14	PS10	D	3
c. Pour cleaning solution into spray bottles	PS13	PS10	SS3	M	3
d. Spray solution on mirrors and windows	PS11	SS3	PS10	M	4
e. Wipe mirrors and windows dry	PS11	SS3	PS10	M	3
f. Observe results; repeat steps if necessary	PS11	PS10	SS3	D	3
g. Return cleaning materials to cart	PS14	PS13	SS3	R	4
7. Check and replace needed lightbulbs	PS15	PS14	PS10		
a. Turn on all light switches	PS14	PS15	SS3	R	5
b. Check to make sure each light works	PS15	PS13	SS3	D	5
c. Turn off light switch	PS14	PS15	SS3	R	5
d. Unscrew old light bulb	PS13	PS14	SS3	M	4
e. Screw in new light bulb	PS12	PS13	SS3	M	4
f. Turn on light switch	PS14	PS13	SS3	R	5

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Housekeeper's Helper (Motel Facility) #3.14

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
7. Check and replace needed lightbulbs (cont'd)					
g. Check to make sure light works	PS15	PS13	SS3	D	5
h. Discard old light bulb	PS14	PS12	SS3	M	4
8. Supply towels, soap, and glasses	PS14	PS12	PS13		
a. Check bathroom for used towels, soap, and glasses	PS12	PS14	T16	D	3
b. Decide what items need to be replaced	PS12	PS13	PS14	D	3
c. Remove dirty used items	PS11	SS3	PS12	M	4
d. Place dirty items on cart for cleaning	PS11	PS12	SS3	M	3
e. Obtain clean glasses, soap, and towels from cart	PS14	PS12	SS3	M	4
f. Place clean items in place in bathroom	PS14	PS11	SS3	M	3
9. Report clean rooms to desk	PS14	A20	PS12		
a. Check room number off of list upon completion	A20	PS14	SS3	D	4
b. Return to front desk	PS14	SS3	SS2	M	5
c. Communicate with desk worker the completed room numbers	A20	PS14	SS1	S	4
d. Turn in room key to desk	PS14	SS1	SS3	R	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving

*** LD - Learning Difficulty: 1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Housekeeper's Helper (Motel Facility) #3.14

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
10. Keep supplies on cart updated	A19	PS14	PS12		
a. Examine cart for needed supplies	PS12	PS14	SS3	D	3
b. Make list of needed supplies	A21	A19	SS3	M	3
c. Go to storage area to obtain supplies	PS14	PS12	SS3	R	4
d. Identify supplies needed	A19	PS12	SS3	P	2
e. Obtain needed supplies	PS12	PS14	SS3	M	4
f. List supplies taken	A21	PS14	SS3	M	3
g. Place supplies on cart	PS14	PS12	SS3	M	4
h. Turn in to main desk the list of supplies taken	PS14	SS1	SS3	R	5

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving

*** LD - Learning Difficulty: 1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy

Project EMPLOYABILITY
No. 0061-4C-81-D-3

COMMUNITY JOB TASK ANALYSIS

Community Job: Machine Feeder #3.15

CRC Reference: Cluster #3

D.O.T. Reference: Any Indsutry #619.886

General Description: To collect and assemble materials for machine entry, to clean and sort materials for the machine, to remove, stack, and put the products in cartons.

Job Tasks	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	P	I	L**
1. Take material to machine	PS14	PS13	T17	3	3	3
2. Clean visible dirt from material	PS12	PS13	PS11	2	1	.3
3. Sort material by color	PS12	PS11	T16	2	1	2
4. Put material into hoppers	PS12	PS11	T16	3	2	3
5. Feed material into machine	PS15	T16	TF6	1	1	1
6. Remove product from machine	PS15	TF6	T16	1	1	3
7. Put finished pieces in boxes	PS12	T16	T17	2	2	3
8. Stack product on cart or skid	PS11	PS15	PS14	1	2	2

* Refer to the Employability Curriculum for further work/skill training exercises.

** Employability task performance information includes the following:
P-Performance Frequency, I-Importance Level, L-Learning Difficulty
(Rating Scale: 1-Very High, 2-High, 3-Moderate, 4-Low, 5-Very Low)

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Machine Feeder #3.15

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
1. Take material to machine	PS14	PS13	T17		
a. Load material on cart	T18	T16	PS11	M	5
b. Take cart of material to machine	PS14	T17	PS13	M	4
c. Unload cart	T16	T17	PS11	M	5
d. Put material in correct position	PS12	PS13	PS14	D	3
e. Stack material in correct spot	PS12	PS13	T16	M	4
2. Clean visible dirt from material	PS12	PS13	PS11		
a. Get stock from storage area	PS14	PS13	TF6	M	5
b. Take stock to cleaning area	PS14	PS13	TF6	M	5
c. Select correct cleaning solution	PS12	PS13	PS15	D	3
d. Apply solution	PS11	PS15	PS13	M	4
e. Wash solution and dirt off	PS11	PS15	TF6	M	3
f. Dry pieces	PS11	TF6	PS13	M	4
g. Stack on cart or skid	PS11	PS13	T16	M	4
3. Sort material by color	PS12	PS11	T16		
a. Get material from storage area	PS14	PS13	PS11	M	5
b. Put material on sorting table	PS11	PS13	PS14	M	4
c. Sort into groups by type of material	PS12	PS14	PS10	D	3
d. Sort into groups by color	PS12	PS14	PS10	D	2
e. Put sorted pieces into container	PS11	PS10	T16	M	4
f. Take to next station	PS14	TF6	T17	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

TASK DETAILING SHEET

Community Job: Machine Feeder #3.15

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
4. Put material into hoppers.	PS12	PS11	T16		
a. Get material from storage area	PS14	PS13	PS11	M	5
b. Load material onto cart	T18	T16	TF6	M	4
c. Take material to hopper	T18	T16	T17	M	4
d. Open containers	PS11	T18	T17	M	3
e. Lift containers onto dumping area	T18	T17	TF6	M	3
f. Select proper hopper	PS12	PS13	PS14	D	3
g. Dump material into hopper	T18	T17	PS10	M	4
h. Pick up dropped material	PS11	T16	T18	M	4
i. Return containers	T18	T16	PS14	M	4
5. Feed material into machine	PS15	T16	TF6		
a. Take material to machine	T18	T16	PS14	M	5
b. Put material in designated area	T18	T16	PS10	M	4
c. Arrange material in order	PS12	PS13	PS10	D	3
d. Separate pieces	PS11	T16	TF6	M	3
e. Set individual pieces in machine	PS15	PS11	TF6	M	2
f. Start machine on one-step operation	PS15	SS3	PS13	M	3
g. Space pieces on conveyor feeder	PS12	TF6	T16	D	2
6. Remove product from machine	PS15	TF6	T16		
a. Take finished product from machine	PS15	T16	T17	M	4
b. Stack in proper order	PS12	PS11	T16	M	3
c. Count number in each stack	A20	T16	PS10	D	2
d. Put stacks on cart	T16	TF6	T17	M	4
e. Move to next area	PS12	PS13	PS14	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Machine Feeder #3.15

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
7. Put finished pieces in boxes	PS12	T16	T17		
a. Take finished product to packaging area	PS14	PS13	T17	M	4
b. Unfold boxes	PS11	T16	T17	M	4
c. Set boxes upright	PS11	PS13	T17	M	5
d. Count pieces to be boxed in groups	A20	PS10	PS11	D	3
e. Put counted pieces in boxes	PS11	PS12	PS13	M	4
f. Put in packing spacers	PS11	PS14	TF6	M	3
g. Close boxes	PS11	PS13	T16	M	4
h. Seal boxes	PS11	T16	T17	M	4
8. Stack product on cart or skid	PS11	PS15	PS14		
a. Remove pieces from machine	PS15	T16	TF6	M	4
b. Stack in groups	PS11	PS14	T16	M	4
c. Put groups on cart	T16	PS10	T17	M	3
d. Take from cart to skid	T16	PS10	T17	M	4
e. Stack pieces on skid	PS11	PS14	T16	M	3
f. Count pieces on full skid	A20	PS10	T16	D	2

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

COMMUNITY JOB TASK ANALYSIS

Community Job: Mason's Helper #3.16

CRC Reference: Cluster #3

D.O.T. Reference: Construction #861.887

General Description: To assist a master mason in preparing ground, building forms, pouring concrete, mixing mortar, and performing other necessary tasks.

Job Tasks	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	P	I	L**
1. Smooth ground for pouring	PS10	PS13	PS14	5	1	3
2. Help build forms	A20	PS13	PS10	5	1	2
3. Help pour wet concrete	PS10	PS13	PS15	5	1	3
4. Mix mortar	A20	PS10	PS13	3	1	2
5. Supply mason with tools and materials	PS13	PS14	PS12	2	1	5
6. Get tools needed for the day's work	PS13	PS14	PS12	1	1	4
7. Remove old concrete	PS13	PS15	T18	5	2	4
8. Help put down a layer of sand or gravel	PS13	PS15	T18	5	1	3
9. Help remove forms	PS13	PS15	T18	5	2	3
10. Supply mason with blocks, brick, and mortar	PS13	PS15	T18	1	2	4
11. Transport concrete in wheelbarrow	PS13	PS15	T18	3	2	4
12. Unload blocks and bricks	PS13	PS15	T18	3	2	4
13. Help lay block	PS10	PS13	T18	3	1	2

* Refer to the Employability Curriculum for further work/skill training exercises.

** Employability task performance information includes the following:
P-Performance Frequency, I-Importance Level, L-Learning Difficulty
(Rating Scale: 1-Very High, 2-High, 3-Moderate, 4-Low, 5-Very Low)

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Mason's Helper #3.16

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
1. Smooth ground for pouring	PS10	PS13	PS14		
a. Identify the following tools: shovel, trowel, mattock, screed, level	PS14	PS12	A19	D	4
b. Use masonry tools properly	PS14	PS12	PS13	R	4
c. Check smoothness of ground with level	PS10	PS13	PS14	D	3
d. Tie a string across the work area at the correct height, making sure the space is consistent between the string and the ground	PS10	A20	PS13	D	2
e. Pour a level layer of sand over the ground before pouring concrete	PS10	PS13	PS12	D	3
2. Help build forms	A20	PS13	PS10		
a. Measure lengths	A20	PS13	PS10	P	2
b. Saw board to the previously measured length	A20	PS13	PS10	D	3
c. Pound stakes into ground	PS14	PS13	PS10	R	3
d. Nail form to stakes in ground	PS13	PS10	PS15	R	3
e. Level the form for an even appearance	PS10	PS13	PS14	R	2
3. Help pour wet concrete	PS10	PS13	PS15		
a. Help position chute for concrete to be poured	PS10	PS13	PS15	R	3
b. Use a screed to smooth concrete	PS10	PS13	PS15	D	3
c. Use a wheelbarrow to pour concrete in places difficult to reach	PS10	PS13	PS15	R	2
d. Shovel concrete to areas difficult to reach	PS10	PS13	PS15	M	3
e. Use vibrator to help wet concrete settle	PS10	PS13	PS15	R	3

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Mason's Helper #3.16

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
4. Mix mortar	A20	PS10	PS13		
a. Measure dry mortar into bin	A20	PS10	PS13	R	2
b. Measure correct amount of water for the mixture	A20	PS10	PS13	R	2
c. Take water and dry mortar to work site	PS13	PS14	SS3	M	4
d. Mix mortar and water to correct consistency	PS10	PS13	PS14	D	2
e. Turn mixing machine on and off	PS13	PS15	PS10	M	4
f. Work water and mortar together correctly	PS13	T18	PS11	M	3
g. Supply mason with mixed mortar	PS13	SS5	PS10	R	4
h. Clean up after work is done	PS13	PS15	PS10	M	4
5. Supply mason with tools and materials	PS13	PS14	PS12		
a. Carry blocks, brick, and mortar	PS13	T18	PS11	M	3
b. Use a wheelbarrow when necessary	PS13	T18	PS15	R	3
c. Use a ramp safely	PS13	PS15	PS10	R	4
d. Recogmize and identify a block from a brick	PS12	PS14	PS10	R	4
e. Locate desired material	PS14	PS12	PS10	M	4
f. Count the number of blocks and bricks	A20	PS10	PS13	P	3

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

COMMUNITY JOB TASK ANALYSIS

Community Job: Materials Handler #3.17

CRC Reference: Cluster #3

D.O.T. Reference: Any Industry #381.887

General Description: To assist in loading, unloading, and storing of materials, such as lumber and building supplies, outdoors and within a given warehouse area.

Job Tasks	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	P	I	L**
1. Operate hand jack and dolly	SS3	PS13	PS14	2	2	4
2. Count materials	A20	PS10	T16	2	1	3
3. Sort materials	PS10	PS11	A19	3	1	3
4. Deliver materials	TF8	PS10	PS13	3	2	3
5. Stack materials	PS13	T18	T16	2	1	3

* Refer to the Employability Curriculum for further work/skill training exercises.

** Employability task performance information includes the following:
P-Performance Frequency, I-Importance Level, L-Learning Difficulty
(Rating Scale: 1-Very High, 2-High, 3-Moderate, 4-Low, 5-Very Low)

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Materials Handler #3.17

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
1. Operate hand jack and dolly	SS3	PS13	PS14		
a. Place jack in proper position	PS14	PS13	PS12	M	3
b. Operate jack to assist in lifting	PS14	PS15	PS14	M	3
c. Deactivate jack safely	PS15	PS10	PS14	M	4
d. Stack freight properly on dolly	PS13	PS10	PS14	M	3
e. Transport freight on dolly successfully	PS13	T18	PS10	M	3
2. Count materials	A20	PS10	T16		
a. County material	A20	PS10	TF6	P	4
b. Count and record amounts of material	A20	A21	PS10	P	2
c. Match count with invoice	A20	A19	PS10	P	2
d. Use tally marks	A20	A21	PS10	P	3
3. Sort materials	PS10	PS11	A19		
a. Sort material according to department	A19	PS10	PS12	D	3
b. Sort material according to stock number	A19	PS10	PS12	D	3
c. Sort material according to dates	A19	A20	PS10	D	2
4. Deliver materials	TF8	PS10	PS13		
a. Organize materials to be delivered to different addresses	A19	PS10	PS13	D	2
b. Ask directions, if necessary	SS1	PS10	PS12	S	3
c. Operate a freight elevator	PS15	PS13	PS10	R	4
d. Get a signed receipt, if required	A19	SS1	PS13	D	4
e. Read name and/or address	A19	PS10	PS13	D	2

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Materials Handler #3.17

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
5. Stack materials	PS13	T18	T16		
a. Stack in proper place	PS13	PS14	PS10	D	3
b. Stack materials with labels visible	A19	PS10	PS13	D	4
c. Stack heavier items on the bottom	PS12	PS10	T18	D	3
d. Stack material so it is well balanced	PS10	PS13	PS15	D	2
e. Seek help when needed	SS1	SS2	PS12	D	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

COMMUNITY JOB TASK ANALYSIS

Community Job: Mover's Helper #3.18

CRC Reference: Cluster #3

D.O.T. Reference: Any Industry #929.887

General Description: To assist with packing, loading, unloading, and moving of materials as required by a private moving company.

Job Tasks	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	P	I	L**
1. Construct packages/boxes	PS11	PS14	PS10	4	2	2
2. Pack various items in boxes	PS12	PS11	A21	2	2	1
3. Lift and move furniture and other household goods	T18	SS5	PS13	1	1	2
4. Arrange articles in truck	PS12	T18	A19	2	3	1
5. Secure items by rope or padding	SS5	PS11	PS15	5	2	2
6. Read directions to reach destination	A19	PS13	PS14	5	3	2
7. Unload trucks at destination	T18	SS5	PS15	3	1	2
8. Place articles in appropriate rooms	PS14	A19	PS10	2	2	2
9. Unpack and place items appropriately	A19	PS13	SS3	2	2	2
10. Clean moving truck	SS3	TF6	PS10	5	3	3

* Refer to the Employability Curriculum for further work/skill training exercises.

** Employability task performance information includes the following:
P-Performance Frequency, I-Importance Level, L-Learning Difficulty
(Rating Scale: 1-Very High, 2-High, 3-Moderate, 4-Low, 5-Very Low)

TASK DETAILING SHEET

Community Job: Mover's Helper #3.18

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
1. Construct packages/boxes	PS11	PS14	PS10		
a. Gather packaging material	PS14	SS3	TF6	MR	3
b. Fold boxes appropriately	PS13	PS10	PS11	M	2
c. Position tape gun on boxes	PS11	PS13	PS10	D	3
d. Release trigger	PS11	PS10	PS13	M	4
e. Guide tape gun over box	PS11	PS13	PS10	M	3
f. Pull trigger to cut tape	PS11	PS12	PS10	M	4
g. Secure tape end on box	PS11	PS13	PS12	M	4
h. Stack boxes for storage	PS12	PS11	T18	M	3
i. Return materials to appropriate place	PS14	PS13	PS10	MR	3
2. Pack various items in boxes	PS12	PS11	A21		
a. Gather boxes for packing	PS14	PS12	PS13	M	3
b. Examine materials to be packed	PS12	PS10	PS14	D	2
c. Select appropriate containers	PS12	PS10	PS14	D	2
d. Remove articles from shelves	PS11	PS15	TF6	M	3
e. Place articles in box	PS11	PS12	TF6	M	2
f. Pad with paper	PS10	PS11	PS13	MR	2
g. Close box	PS11	PS12	PS14	M	4
h. Tape and secure box	PS11	PS13	PS10	M	3
i. Indicate on box where items belong	A21	PS10	PS13	M	3
3. Lift and move furniture and other household goods	T18	SS5	PS13		
a. Note location of furniture	PS14	PS10	TF6	D	3
b. Examine doorways	PS12	PS10	TF6	M	2
c. Remove items from furniture	PS11	TF6	PS15	M	3
d. Decide best way to lift and move	PS12	PS10	PS14	P	2
e. Pick up or push furniture	PS12	T18	PS15	M	3
f. Adjust furniture to exit through doorways	PS12	PS10	PS14	M	2

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Mover's Helper #3.18

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
4. Arrange articles in truck	PS12	T18	A19		
a. Examine size of truck	PS10	PS12	PS14	D	2
b. Examine amount of goods	A20	PS10	PS12	D	2
c. Note where articles will be placed	PS12	PS14	PS10	R	3
d. Place articles in appropriate places	PS14	PS12	PS10	M	2
e. Pad articles to prevent breakage	PS13	PS11	PS12	M	3
f. Stack articles to best utilize space	PS12	PS10	PS14	M	3
5. Secure items by rope or padding	SS5	PS11	PS15		
a. Check for loose or fragile goods	PS12	PS10	SS3	D	2
b. Identify appropriate padding	PS14	PS12	PS10	R	3
c. Place pads where needed	PS12	PS10	PS14	M	3
d. Identify appropriate amount of rope needed	PS12	PS10	SS3	R	3
e. Wrap rope around articles	PS11	SS5	PS10	M	3
f. Tie rope fast for security	PS11	PS10	PS12	M	3
g. Close and lock truck	PS11	PS10	PS13	M	3
6. Read directions to reach destination	A19	PS13	PS14		
a. Gather map	PS11	PS12	PS14	D	3
b. Read directions from client	A19	SS1	PS10	P	2
c. Trace given directions on map	A19	PS11	PS10	P	1
d. Guide driver en route	PS13	SS1	SS5	D	2
e. Note road markers	A19	SS1	PS13	D	2

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

175

TASK DETAILING SHEET

Community Job: Mover's Helper #3.18

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
7. Unload trucks at destination	T18	SS5	PS15	M	3
a. Unlock truck	PS11	PS10	PS13	M	3
b. Unpin bed of truck	PS11	PS10	PS13	M	3
c. Arrange ramp at rear of truck	PS13	PS14	T18	M	3
d. Unfasten ropes	PS14	PS13	PS11	M	3
e. Remove padding	PS13	PS12	PS11	M	3
f. Remove boxes from truck to dolly	T18	PS13	TF6	M	3
g. Arrange boxes on dolly	PS12	PS11	T18	D	2
h. Place special mats at doorways	PS13	T18	PS10	M	3
i. Push dolly into home or office	T18	PS13	PS10	M	3
j. Return to truck for more items	PS14	PS13	TF6	M	3
8. Place articles in appropriate rooms	PS14	A19	PS10		
a. Ask client where goods should be placed	SS1	SS2	PS13	SP	3
b. Identify various rooms in the house	PS14	PS13	PS10	D	3
c. Carry articles into house	T18	TF6	SS5	M	3
d. Carry articles into appropriate rooms	PS10	T18	PS13	M	3
e. Stack articles and boxes securely	PS10	T18	PS12	M	3
f. Arrange furniture according to directions	PS13	PS10	T18	MR	2
9. Unpack and place items appropriately	A19	PS13	SS3		
a. Read on box where it should be placed or ask client	A19	PS13	PS14	M	3.
b. Place box to appropriate place in room	PS13	PS10	PS14	M	3
c. Unfasten tape and open box	PS11	PS10	TF6	M	3
d. Remove padding	PS11	T17	TF6	M	3
e. Lift articles from box	PS11	T18	TF6	M	2

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Mover's Helper #3.18

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
9. Unpack items in appropriate room, places (cont'd)					
h. Remove empty box	PS13	TF6	SS3	M	4
i. Pack padding away	PS13	PS14	SS3	Mk	3
10. Clean moving truck	SS3	TF6	PS10		
a. Determine what cleaning materials are needed	PS12	PS10	SS3	D	3
b. Gather appropriate cleaning materials	PS10	SS3	TF6	MR	3
c. Remove padding from truck	PS13	TF6	SS3	M	3
d. Sweep truck	PS11	PS10	PS13	M	4
e. Push dirt into containers	PS11	PS10	TF6	M	3
f. Mix appropriate cleaning solution	PS12	PS14	PS13	M	2
g. Scrub floors and walls	T18	PS14	PS10	M	3
h. Fumigate truck if necessary	PS12	PS15	T18	MD	2
i. Replace padding in truck	PS14	T18	TF6	R	3
j. Return all cleaning materials to storage area	PS14	TF6	SS3	R	3

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

177

Project EMPLOYABILITY
No. 0061-4C-81-D-3

COMMUNITY JOB TASK ANALYSIS

Community Job: Painter's Helper #3.19

CRC Reference: Cluster #3

D.O.T. Reference: Construction #840.887

General Description: To help painter prepare paint, apply paint, cover surface with drop cloths, clean, putty, move furniture, and care for equipment.

Job Tasks	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	P	I	L**
1. Purchase paint	A20	A19	SS2	4	4	3
2. Prepare protective or decorative paint	PS13	PS10	SS3	2	2	2
3. Place dropcloths over items	SS3	PS13	PS10	5	4	4
4. Tape areas not to be painted	PS13	PS10	PS11	2	3	3
5. Clean surfaces before painting	PS13	PS15	PS10	2	3	3
6. Fill cracks and crevices with putty	PS13	PS10	PS11	3	3	3
7. Move furniture and other items	PS10	SS5	PS15	2	3	4
8. Apply the paint to surfaces with brush	SS3	TF6	PS13	2	2	3
9. Apply the paint to surfaces with a roller applicator	SS3	TF6	PS13	3	2	2
10. Clean brushes and equipment	PS13	PS10	PS15	5	2	4
11. Arrange scaffolding at worksites	PS13	PS15	PS10	5	4	4
12. Set up scaffolding at worksites	PS13	PS15	PS10	4	3	3
13. Carry materials	PS13	PS15	PS10	1	3	4
14. Brush paint remover	PS13	PS15	PS11	3	2	3
15. Scrape softened paint	PS13	PS15	PS11	3	2	3
16. Use heating coil over surface	PS13	PS15	PS10	5	3	2
17. Sandpaper wood to smooth it	PS13	PS15	PS11	3	3	2
18. Climb ladders	PS13	PS15	PS11	2	2	4
19. Drive painting truck, if necessary	PS15	PS10	PS9	3	4	4
20. Check materials	PS13	PS15	PS10	3	3	3
21. Mix thinner with paint	PS13	PS15	PS11	3	2	2
22. Clean up worksite upon completion	PS13	PS15	PS10	5	3	3

* Refer to the Employability Curriculum for further work/skill training exercises.

** Employability task performance information includes the following:
P-Performance Frequency, I-Importance Level, L-Learning Difficulty
(Rating Scale: 1-Very High, 2-High, 3-Moderate, 4-Low, 5-Very Low)

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Painter's Helper #3.19

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
1. Purchase paint	A20	A19	SS2		
a. Determine what paint is needed	PS12	PS14	A19	D	3
b. Obtain money or purchase order for purchase	A20	A19	PS13	S	4
c. Take list of items needed to store	PS13	SS3	PS14	M	3
d. Ask storekeeper for assistance	SS1	SS2	SS4	S	4
e. Ask for items on list	A19	SS1	PS12	D	3
f. Check materials to see they are correct	A19	PS13	PS12	D	3
g. Give storekeeper correct amount of money or sign for materials	A20	SS2	SS1	P	2
h. Check for correct change and receipt	A20	SS2	PS13	P	2
i. Return to painting area with supplies	SS3	PS13	PS14	R	3
2. Prepare protective or decorative paint	PS13	PS10	SS3		
a. Gather painting supplies	TF6	PS14	PS12	R	4
b. Prepare area to mix paints	SS3	TF6	PS15	M	4
c. Open cans of paint	SS3	PS11	PS15	M	5
d. Mix paint with paint mixer	PS13	PS15	PS10	D	3
e. Add paint thinner if needed	PS13	PS15	PS10	D	3
f. Stir paint	PS15	PS11	TF6	M	4
g. Pour paint into containers	PS11	PS10	SS3	M	5
h. Take paint to painting area	PS15	SS3	PS11	M	5
3. Place dropcloths over items	SS3	PS13	PS10		
a. Decide where drop cloths should be used	PS14	PS12	PS13	R	4
b. Pull all furniture away from walls	PS10	SS5	T18	M	4
c. Unfold dropcloths	SS3	PS11	PS13	M	5
d. Cover items with dropcloths	PS10	PS13	SS3	M	4
e. Remove dropcloths after painting	PS10	PS13	SS3	M	5
f. Fold dropcloths for storage	PS10	PS13	SS5	M	4
g. Place furniture in original position (s)	PS10	SS5	PS15	R	3

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving

*** LD - Learning Difficulty: 1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Painter's Helper #3.19

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
4. Tape areas that are not to be painted	PS13	PS10	PS11		
a. Decide areas that are to be taped	PS14	PS12	PS10	R	3
b. Gather scissors and tape	PS15	SS3	PS11	M	5
c. Estimate amount of tape needed	A20	PS12	PS10	D	4
d. Cut tape	PS11	PS10	PS15	M	5
e. Place tape on area neatly	PS10	PS11	PS13	M	4
f. Remove tape upon completion of painting	PS11	PS13	SS3	M	3
g. Discard all waste materials	PS13	SS3	PS10	M	5
5. Clean surfaces before painting	PS13	PS15	PS10		
a. Choose appropriate cleaning solution for surface	PS14	PS12	PS13	R	3
b. Gather cleaning utensils	PS15	SS3	PS9	M	4
c. Mix cleaning solution	PS13	PS10	PS15	D	3
d. Wipe surface with cleaning solution	PS15	PS13	PS10	M	4
e. Scrape surface if necessary	PS12	PS13	PS15	M	4
f. Sandpaper surface if necessary	PS12	PS13	PS15	M	4
g. Allow surface to dry	PS13	SS3	PS14	R	5
h. Wipe away any residue	PS13	PS15	PS10	D	3
6. Fill cracks and crevices with putty	PS13	PS10	PS11		
a. Decide what areas need to be filled	PS14	PS12	PS13	R	3
b. Decide what filler should be used	PS12	PS10	SS1	P	2
c. Gather materials needed	PS15	SS3	P59	R	4
d. Mix materials to make appropriate filler	PS13	PS10	PS15	D	2
e. Prepare cracks and crevices for putty	PS13	PS15	PS10	M	3
f. Place putty into cracks and crevices	PS13	PS11	PS15	M	3
g. Smooth filler	PS13	PS11	PS15	D	3
h. Allow filler to harden	PS13	SS3	PS14	R	5

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Painter's Helper #3.19

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
7. Move furniture and other items	PS10	SS5	PS15		
a. Decide what furniture should be moved	PS14	PS13	PS10	R	4
b. Ask other workers for help in moving heavy furniture	SS1	PS13	PS10	S	4
c. Cooperate with other workers in moving and lifting	SS5	PS13	PS10	D	3
d. Lift or push item to appropriate place	PS10	SS5	PS15	M	3
e. Place furniture in original place upon completion	PS10	SS5	PS15	R	3
8. Apply the paint to surfaces with brush	SS3	TF6	PS13		
a. Gather painting materials	TF6	P59	PS12	R	4
b. Identify area to be painted	PS12	PS14	SS3	D	3
c. Dip brush into paint	PS11	SS3	T17	M	4
d. Wipe excess paint off brush	PS11	SS3	T17	D	3
e. Brush paint across the surface	PS11	SS3	T17	M	3
f. Return brush to paint	PS11	SS3	T17	R	4
g. Adjust ladder or scaffolding to paint all areas	PS15	PS13	SS5	D	2
h. Check for runs and brush them out	PS13	PS12	PS11	D	3
i. Check for thin areas and repaint	PS13	PS12	PS11	D	3
9. Apply the paint to surfaces with a roller applicator	SS3	TF6	PS13		
a. Gather paint and roller equipment	PS13	PS12	PS9	R	4
b. Identify area to be painted	PS12	PS13	PS10	D	3
c. Pour paint into appropriate container	PS10	PS13	PS15	M	4
d. Roll applicator into paint	PS11	PS15	PS13	M	4
e. Drip excess paint off applicator	PS11	PS15	PS13	D	3
f. Roll applicator across surface	PS11	PS15	PS13	M	3
g. Return applicator to paint	PS11	PS15	PS13	R	4
h. Adjust ladder or scaffolding to paint all areas	PS15	PS13	SS5	D	2
i. Check for thin areas and repaint	PS13	PS12	PS11	D	3

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Painter's Helper #3.19

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
10. Clean brushes and equipment	PS13	PS10	PS15	M	2
a. Gather all equipment upon completion of job	PS13	SS3	PS15	M	3
b. Decide what equipment should be cleaned	PS12	PS13	PS14	D	3
c. Prepare cleaning solution	PS15	PS13	PS10	D	3
d. Place brushes into cleaning solution	PS15	PS13	PS10	M	4
e. Wipe surfaces of equipment with cleaning solution	PS15	PS13	PS10	M	4
f. Remove dirt from dropcloths	PS13	PS10	SS3	M	4
g. Remove paint brushes from cleaner	PS15	PS13	PS10	M	4
h. Wipe brushes with clean rag	PS13	PS10	SS3	M	4
i. Place all equipment into storage	PS13	PS10	SS3	R	3

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving

*** LD - Learning Difficulty: 1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy

Project EMPLOYABILITY
No. 0061-4C-81-D-3

COMMUNITY JOB TASK ANALYSIS

Community Job: Sack Boy #3.20

CRC Reference: Cluster #3

D.O.T. Reference: Any Industry #929.887

General Description: To assist grocery check-out by placing items in sacks, taking out packages, gathering together empty carts, and keeping the area clean and orderly.

Job Tasks	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	P	I	L**
1. Select register that needs help	SS3	SS2	PS12	1	1	3
2. Place items in sack	PS15	PS11	PS12	1	1	2
3. Take packages out	T18	PS14	T17	1	1	4
4. Gather together empty carts	T16	T18	PS10	1	1	5
5. Keep area clean and orderly	T16	PS14	PS13	1	1	3

* Refer to the Employability Curriculum for further work/skill training exercises.

** Employability task performance information includes the following:
P-Performance Frequency, I-Importance Level, L-Learning Difficulty
(Rating Scale: 1-Very High, 2-High, 3-Moderate, 4-Low, 5-Very Low)

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Sack Boy #3.20

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
1. Select register that needs help	SS3	SS2	PS12		
a. Enter store	SS4	TF7	TF8	M	5
b. Check all registers	PS14	PS12	TF9	D	4
c. Go to busy register	PS12	TF9	SS3	D	4
2. Place items in sack	PS15	PS11	PS12		
a. Choose correct size of bags	PS12	SS1	SS3	D	4
b. Place heavy items on bottom	PS12	PS15	T18	D	4
c. Place light items on top	PS12	PS14	PS15	D	3
d. Distinguish perishables	PS12	PS13	SS3	D	4
e. Place full bags into cart	PS15	TF6	T18	M	4
3. Take packages out	T18	PS14	T17		
a. Place filled bags into cart	PS15	TF6	T18	M	4
b. Push cart to outside	PS13	SS1	SS5	M	4
c. Watch for cars	PS15	SS2	SS3	D	4
d. Push cart to car	PS13	PS15	PS12	M	4
e. Place bags into car	PS15	PS13	SS2	M	4
f. Return cart	SS3	PS14	PS15	M	5
4. Gather together empty carts	T16	T18	PS10		
a. Go to parking lot	PS14	PS13	PS15	M	4
b. Collect empty carts	PS13	T16	PS9	M	4
c. Place carts inside each other	PS9	T17	PS14	M	4
d. Push carts into store	PS13	PS10	PS14	M	4
e. Place carts in row against wall	PS13	SS3	PS10	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Sack Boy #3.20

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
5. Keep area clean and orderly	T16	PS14	PS13		
a. Keep ample supply of various sized bags	PS12	T16	PS13	D	4
b. Clean up spills around check-out station	PS11	PS13	T16	M	4
c. Keep counter clean and dry	PS12	PS13	T16	M	4
d. Return empty carts to proper area	PS14	PS13	T16	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

COMMUNITY JOB TASK ANALYSIS

Community Job: Shipping Department Helper #3.21

CRC Reference: Cluster #3

D.O.T. Reference: Any Industry #223.138

General Description: To assist in assembling, folding, closing, sealing, stamping, and tying cartons; to put information and materials in packages; to stack and arrange materials.

Job Tasks	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	P	I	L**
1. Assemble cartons	TF6	SS5	T16	2	2	3
2. Fold cartons	TF6	SS5	T16	4	3	4
3. Put pieces in packages	TF6	PS11	T16	4	3	4
4. Put instruction sheets in packages	PS14	T16	PS11	4	3	3
5. Seal or tie packages	PS9	PS11	T16	1	2	3
6. Put packages in cartons	T16	SS5	PS11	2	2	3
7. Close cartons	PS11	PS14	T16	1	2	2
8. Staple cartons	PS11	PS14	T16	1	1	4
9. Put cartons on skids	PS14	T16	T18	3	2	3
10. Stamp cartons	T17	T16	PS11	5	3	3
11. Stack cartons	T18	PS12	PS15	4	4	4
12. Fasten cartons to skids	PS15	T16	PS14	3	2	2
13. Move packaged material to shipping area	PS10	SS5	PS15	5	4	3

* Refer to the Employability Curriculum for further work/skill training exercises.

** Employability task performance information includes the following:
P-Performance Frequency, I-Importance Level, L-Learning Difficulty
(Rating Scale: 1-Very High, 2-High, 3-Moderate, 4-Low, 5-Very Low)

TASK DETAILING SHEET

Community Job: Shipping Department Helper #3.21

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
1. Assemble cartons	TF6	SS5	T16		
a. Take flat cartons from stack	PS11	PS14	T16	M	5
b. Unfold cartons from flat position	PS11	T16	TF6	M	5
c. Fold tabs in to form bottom	PS11	PS14	TF6	M	4
d. Staple, glue, or tape bottom tabs	PS11	PS14	TF6	M	3
e. Put assembled cartons on assembly line	PS11	T18	TF6	M	5
2. Fold cartons	TF6	SS5	T16		
a. Take flat cartons from stack	PS11	PS14	T16	M	5
b. Expand flat cartons	PS11	PS14	T16	M	4
c. Fold bottom tabs, ends first	PS11	PS14	PS12	R	4
d. Fold bottom tabs, sides over ends	PS11	PS14	PS12	R	4
e. Fold top tabs along fold lines	PS11	PS14	TF6	M	5
f. Fasten lockable tabs	PS11	PS14	T17	M	3
g. Fold in cut-outs for handles	PS11	PS14	TF6	M	4
3. Put pieces in packages	TF6	PS11	T16		
a. Count pieces, items to be put in packages	A20	PS10	TF6	R	3
b. Assemble pieces on trays	PS11	PS10	PS14	M	4
c. Put pieces in packages (add instruction sheets if needed)	PS11	T16	TF6	M	5
d. Fold top over	PS13	PS11	T16	M	5
e. Staple top together	PS15	T16	PS11	M	4
f. Put completed package at next stop	SS5	PS10	PS15	M	5

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Shipping Department Helper #3.21

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
4. Put instruction sheets in packages	PS14	T16	PS11		
a. Open package of instruction sheets	PS11	PS13	T16	M	5
b. Take one set of instruction sheets from stack	PS11	A19	PS13	M	5
c. Fold instruction sheets	PS11	PS13	T16	M	4
d. Assemble, if more than one sheet	PS11	PS12	TF6	M	4
e. Staple sheets	PS11	PS15	T16	M	5
f. Insert sheets into package	PS11	T16	PS14	M	5
g. Send package to next station	SS5	PS10	PS15	M	5
5. Seal or tie packages	PS9	PS11	PS10		
a. Put package in proper position	PS11	PS13	PS10	R	4
b. Put package on a machine	PS15	PS13	PS10	M	5
c. Start the machine	PS15	PS13	PS14	M	5
d. Perform sealing operation	T16	PS13	PS11	M	4
e. Release machine	PS11	PS15	PS13	M	5
f. Remove sealed package	PS11	PS15	TF6	M	5
g. Put sealed package at next stop	SS5	PS10	PS15	M	5
6. Put packages in cartons	T16	SS5	PS11		
a. Take assembled cartons to packaging area	SS5	PS14	SS3	M	5
b. Check that cartons are correct size	PS12	A20	T16	D	3
c. Put packing material in bottom	PS14	T16	T17	M	5
d. Set product in the carton	PS14	PS11	TF6	R	4
e. Put special packages in the carton	PS13	A19	PS12	R	4
f. Put packaging material around the product	PS14	T16	PS11	M	5
g. Cover top of the product	PS14	T16	PS11	M	5
h. Fold lid on the carton	PS11	PS14	T16	M	5
i. Move packaged material to the cart	SS5	PS15	PS10	M	5

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Shipping Department Helper #3.21

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
7. Close cartons	PS11	PS14	T16		
a. Check to see that carton is properly filled	PS12	TF6	PS10	D	3
b. Put paper or spacer over material	PS14	PS11	TF6	R	5
c. Fold ends in first	PS9	PS11	PS14	R	4
d. Fold sides over ends	PS9	PS11	PS14	R	4
e. Staple sides to ends	PS11	PS14	PS9	M	3
f. Put tape over seams	PS11	PS14	PS9	M	4
g. Put band or twine over carton	PS11	PS14	PS9	M	3
h. Put closed carton at next station	SS5	PS14	PS15	M	5
8. Staple cartons	PS11	PS14	T16		
a. Check to see that carton is properly closed	PS12	SS3	T16	D	3
b. Check to see that staple gun is loaded	PS12	PS13	PS15	D	3
c. Load gun if necessary	PS15	PS13	PS10	M	2
d. Set gun on proper area	PS12	PS13	PS10	R	4
e. Put staples in place	PS15	T16	PS10	M	5
f. Check to see that carton is properly stapled	PS12	TF6	PS10	D	3
g. Remove improperly fastened staples	PS15	PS11	PS12	M	4
h. Restaple defective areas	PS15	T16	PS11	M	5
9. Put cartons on skids	PS14	T16	T18		
a. Check to see that cartons are closed	PS12	T16	TF6	D	4
b. Carry cartons to skid	PS10	PS15	T18	M	5
c. Set cartons on skid in order	PS12	PS14	T18	M	4
d. Count correct number of cartons for a skid	A20	PS10	TF6	P	3
e. Fasten cartons to skid	PS13	PS15	PS11	M	3

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving

*** LD - Learning Difficulty: 1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Shipping Department Helper #3.21

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
10. Stamp cartons	T17	T16	PS11		
a. Check whether proper cartons	PS12	T16	TF6	D	3
b. Put ink on stamp	PS13	PS14	PS11	M	4
c. Rotate carton to proper position	PS11	PS13	PS15	M	4
d. Rotate stamp to proper position	PS11	PS13	PS12	R	4
e. Apply stamp	PS11	PS10	PS13	M	5
f. Determine whether stamped properly	PS12	PS10	T16	D	2
g. Send carton to next station	SS5	PS10	PS15	M	5

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving

*** LD - Learning Difficulty: 1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy

Project EMPLOYABILITY
No. 0061-4C-81-D-3

COMMUNITY JOB TASK ANALYSIS

Community Job: Stock Person #3.22

CRC Reference: Cluster #3

D.O.T. Reference: Any Industry #929.887

General Description: To receive, sort, and display a wide variety of small merchandise items; stack and mark materials as needed.

Job Tasks	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	P	I	L**
1. Stock shelves	PS10	PS11	PS12	2	2	3
2. Price articles	PS10	PS13	A20	2	1	3
3. Stack boxes and materials	PS11	PS10	PS13	3	3	4
4. Dust merchandise and shelves	PS11	PS10	PS13	3	2	4
5. Keep items toward front of shelf	T16	PS10	PS12	3	3	4
6. Rotate stock	T16	PS12	PS13	3	2	2
7. Open boxes	PS13	PS15	PS10	3	2	4
8. Dispose of boxes	PS13	PS10	PS14	3	4	4
9. Count boxes and materials	A20	A21	PS10	3	1	3
10. Know stockroom arrangements	PS14	PS10	SS3	1	1	4
11. Clean up spilled or broken stock	PS15	PS10	PS14	2	2	5
12. Sort stock	PS10	T16	PS12	2	3	3
13. Gather carts from parking lot	T18	PS11	PS13	2	3	5

* Refer to the Employability Curriculum for further work/skill training exercises.

** Employability task performance information includes the following:
P-Performance Frequency, I-Importance Level, L-Learning Difficulty
(Rating Scale: 1-Very High, 2-High, 3-Moderate, 4-Low, 5-Very Low)

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Stock Person #3.22

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
1. Stock shelves	PS10	PS11	PS12		
a. Know layout of shelves in store	PS14	PS10	SS3	R	4
b. Read contents of cartons in stock room	A19	PS14	SS1	R	2
c. Carry stock to the shelves from the stock room	PS11	T18	PS10	M	4
d. Handle breakable stock carefully	PS15	PS10	PS13	D	4
e. Stack merchandise upright with label showing	PS10	T17	PS12	M	4
2. Price articles	PS10	PS13	A20		
a. Check stock list for price	A19	A20	PS10	M	2
b. Use the price stamping tool properly	PS10	A20	PS13	M	4
c. Write pieces if there is no stamping tool	A21	A20	PS10	M	3
d. Remove price if mistake is made	PS12	PS13	PS10	M	4
e. Write numbers legibly	A21	A20	PS10	M	2

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

TASK DETAILING SHEET

Community Job: Stock Person #3.22

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
3. Stack boxes and materials	PS11	PS10	PS13		
a. Stack cans or boxes on top of each other	PS11	PS10	PS13	M	3
b. Place merchandise in an upright position	PS10	PS13	PS14	D	4
c. Display labels to customer's vantage point	PS10	PS13	PS14	D	4
d. Stack breakable items safely	PS15	PS10	PS14	M	4
e. Stack heavier items on the bottom in stock room	PS15	PS10	PS12	D	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

CLUSTER #4 JOBS

Project EMPLOYABILITY
No. 0061-4C-81-D-3

COMMUNITY JOB TASK ANALYSIS

Community Job: Building Maintenance Helper #4.01

CRC Reference: Cluster #4

D.O.T. Reference: Any Industry #899.884

General Description: To help maintenance person with cleaning maintenance, such as mopping floors, cleaning furniture, cleaning rooms and other facilities, and eliminating wastes.

Job Tasks	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	P	I	L**
1. Vacuum carpets	PS10	T18	PS14	2	2	5
2. Clean toilets	PS11	PS10	SS3	3	3	3
3. Mop floors	PS11	PS10	T18	3	2	4
4. Clean windows	PS11	PS10	SS3	2	1	3
5. Dust ceilings, corners, and vents	PS11	PS10	SS3	4	3	4
6. Dust furniture	PS11	PS10	SS3	4	3	4
7. Spray-clean furniture	PS10	SS3	TF6	4	2	4
8. Empty lined waste baskets	PS11	PS10	SS3	4	2	5
9. Clean mirrors and windows	PS11	PS10	SS3	4	1	3
10. Wet-clean washable furniture	PS11	PS10	SS3	4	2	3
11. Dry-mop floors	PS11	T18	PS10	4	3	5
12. Clean sinks	PS11	PS10	SS3	4	2	3
13. Fill soap dispensers	PS11	PS14	SS3	5	3	4
14. Fill towel dispensers	PS11	PS14	SS3	5	3	4
15. Fill roll dispensers with tissue	PS11	PS14	SS3	5	3	4
16. Clean water fountains	PS11	PS10	SS3	5	1	4
17. Clean walls	PS11	PS10	SS3	5	4	4
18. Empty trash compactor	PS11	PS15	PS13	5	1	4
19. Clean waste baskets	PS11	PS15	SS3	5	3	4
20. Clean rest room disposal units	PS11	PS10	SS3	4	2	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** Employability task performance information includes the following:
P-Performance Frequency, I-Importance Level, L-Learning Difficulty
(Rating Scale: 1-Very High, 2-High, 3-Moderate, 4-Low, 5-Very Low)

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Building Maintenance Helper #4.01

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
1. Vacuum carpets	PS10	T18	PS14		
a. Prepare sweeper	PS11	PS13	PS14	R	4
b. Clear area if needed	PS11	PS10	T18	D	4
c. Use outlet nearest area to be swept	PS12	PS14	PS13	D	4
d. Plug in cord	PS11	T16	PS14	M	5
e. Turn on sweeper	PS11	T16	PS13	M	5
f. Sweep area, using back and forth motion	PS11	PS10	T18	M	4
g. Repeat steps if needed	PS11	PS10	T18	M	4
h. Unplug sweeper	PS11	PS14	PS13	M	5
2. Clean toilets	PS11	PS10	SS3		
a. Prepare supplies	PS12	PS13	PS14	M	4
b. Use bowl cleaner and spray rim	PS11	PS10	PS15	M	4
c. Spray around inner sides	PS10	PS11	PS15	M	4
d. Use scrub brush to scrub under rim	PS10	TF6	TF8	M	4
e. Spray disinfectant on sides of bowl	PS10	TF6	T17	D	4
f. Spray outer side, top, and under toilet seat	PS11	PS10	SS3	D	4
g. Use paper towel to wipe sprayed area	PS11	PS10	SS3	M	4
h. Dispose of soiled towels	PS13	PS10	SS3	D	5
i. Wipe chrome sections	PS11	PS10	SS3	M	4
j. Return supplies	PS14	PS13	PS10	M	4
3. Mop floors	PS11	PS10	T18		
a. Prepare cleaning solution and tools	PS14	PS13	SS3	R	4
b. Clear area; move furniture	T18	TF6	T16	M	4
c. Dip mop into wringer bucket	PS9	PS11	T16	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

TASK DETAILING SHEET

Community Job: Building Maintenance Helper #4.01

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
3. Mop floors (continued)					
d. Wring mop dry	PS11	PS10	T16	M	5
e. Mop appropriate area	PS11	PS10	T16	D	4
f. Wipe corners and outer edges	PS11	PS10	SS3	M	4
g. Rinse mop	PS11	PS10	PS14	M	2
h. Repeat steps if needed	PS11	PS10	PS14	M	4
i. Clean mop	T18	PS11	PS10	M	4
j. Empty water; return tools	PS14	PS9	PS13	M	4
4. Clean windows	PS11	PS10	T18		
a. Prepare solution, tools, and supplies	PS14	PS13	PS12	R	4
b. Use proper washing tool	PS12	PS11	PS10	D	4
c. Apply solution to entire window	PS11	PS10	SS3	M	4
d. Wipe entire window, using a squeegee	PS11	PS10	SS3	M	3
e. Work from top to bottom	PS11	PS10	SS3	M	4
f. Wipe around edge of window	PS11	PS10	SS3	M	4
g. Wipe windowsill if needed	PS11	PS10	SS3	D	4
h. Return tools	PS14	PS15	TF8	M	5
5. Dust ceilings, corners, and vents	PS11	PS10	SS3		
a. Prepare supplies	PS14	PS13	PS12	R	4
b. Use dust mop with handle	PS11	PS10	T18	M	4
c. Dust corners, ceiling surfaces	PS11	PS10	T18	M	4
d. Plug in vacuum suction in outlet nearest vent	PS12	PS13	PS14	D	4
e. Use suction to dust vents	PS13	PS12	PS10	M	3
f. Turn off vacuum and remove plug	PS13	PS14	SS3	M	4
g. Return supplies	PS14	PS13	PS9	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Building Maintenance Helper #4.01

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
6. Dust furniture	PS11	PS10	SS3		
a. Prepare supplies	PS14	PS13	PS12	R	4
b. Spray treatment on dust cloth or duster	PS10	SS3	PS9	M	4
c. Wipe all shelving, ledges, and tops	PS11	PS10	SS3	M	4
d. Return supplies	PS14	PS13	PS12	M	4
7. Spray-clean furniture	PS10	SS3	TF6		
a. Prepare supplies	PS14	PS13	PS12	R	4
b. Spray surface of furniture	PS11	PS10	SS3	M	4
c. Spray surfaces of counter tops	PS11	PS10	SS3	M	4
d. Wipe dry with soft cloth	PS11	PS10	SS3	M	4
e. Remove glue (or other substances) as needed	PS11	PS10	PS12	M	4
f. Return supplies	PS14	PS13	PS12	M	4
8. Empty lined waste baskets	PS11	PS10	SS3		
a. Close plastic liner with twister	PS11	PS10	SS3	M	4
b. Remove closed bag from basket	PS11	PS10	SS3	M	4
c. Insert new liner	PS11	PS10	SS3	M	4
d. Remove bags to dock area	PS11	PS10	SS3	M	4
9. Clean mirrors and windows	PS11	PS10	PS12		
a. Prepare cleaning solution, tools, and supplies	PS14	PS13	PS12	R	4
b. Wet window with solution	PS11	PS10	T18	M	4
c. Wipe entire window clean, using proper tool	PS11	PS10	SS3	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Building Maintenance Helper # 4.01

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
9. Clean mirrors and windows (continued)					
d. Wipe window with drying cloth	PS11	PS10	T18	M	4
e. Check for spots	PS10	PS12	PS13	D	3
f. Wash again if necessary	T16	T17	T18	D	4
g. Return supplies	PS14	PS13	PS12	R	4
10. Wet-clean washable furniture	PS11	PS10	SS3		
a. Prepare cleaner-disinfectant and hot water	PS10	PS11	SS3	R	4
b. Gather sponge and dry cloth	PS11	PS12	PS13	R	4
c. Clean tops of furniture	PS11	PS10	T18	M	4
d. Apply pressure on heavily soiled areas	PS11	PS10	T18	D	4
e. Wipe legs	PS12	PS11	PS10	D	4
f. Wipe braces, undersides	PS12	PS11	PS10	D	4
g. Use clean cloth to wipe dry	PS11	PS10	SS3	M	4
h. Replace items taken from tops	PS14	PS10	TF8	M	4
i. Put away supplies	PS14	PS13	PS12	R	4
11. Dry-mop floors	PS11	T18	PS10		
a. Prepare mop head by spraying with treatment	PS14	PS11	PS9	D	4
b. Clean area, moving furniture if needed	T18	PS12	PS9	D	4
c. Push mop full length of area	PS11	PS10	T18	M	4
d. Turn mop for return, keeping mop head on floor	PS11	PS10	T18	M	4
e. Return, slightly overlapping mopped area	PS11	PS10	PS12	D	3
f. Pick up mop at end of area	PS11	PS10	TF6	M	4
g. Let loose dirt drop	PS11	PS10	SS3	M	4
h. Repeat steps if needed	T16	T17	T18	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Building Maintenance Helper #4.01

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
11. Dry-mop floors (continued)					
i. Push mop around edge of entire area	PS11	PS10	T16	M	4
j. Drop dirt	PS11	PS10	SS3	D	4
k. Collect dirt with dust pan	PS11	PS10	T18	R	4
l. Empty dirt	PS11	PS10	T18	M	4
m. Shake dust mop outside	PS11	PS10	T18	M	4
n. Return tools	PS14	PS13	PS12	R	4
12. Clean sinks	PS11	PS10	SS3		
a. Prepare supplies and tools	PS14	PS13	PS12	R	4
b. Apply solution or powder to inside sink	PS11	PS10	SS3	M	4
c. Use damp sponge	PS11	PS10	SS3	M	4
d. Scrub until soil is loosened	PS11	PS10	SS3	M	4
e. Remove built-up soap and dirt	PS11	PS10	T18	M	4
f. Rinse area	PS12	PS11	PS10	M	4
g. Spray surrounding surfaces with disinfectant	PS12	PS10	PS11	M	4
h. Wipe sink dry	PS12	PS11	PS10	M	4
i. Wipe chrome area	PS11	PS10	SS3	M	4
j. Return supplies	PS14	PS13	PS12	M	5

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

COMMUNITY JOB TASK ANALYSIS

Community Job: Carpenter's Helper #4.02

CRC Reference: Cluster #4

D.O.T. Reference: Construction #860.887

General Description: To help a carpenter by bringing tools and equipment to work area; to assist in hammering, sawing, and measuring; to return and maintain tools.

Job Tasks	Employability Curriculum* Work Trait Reference			P	I	L**
	1st	2nd	3rd			
1. Supply tools and materials to carpenter	PS13	PS14	PS12	2	2	3
2. Assist carpenter in nailing	PS11	PS15	PS13	3	2	3
3. Assist carpenter in sawing	PS10	PS13	PS15	3	2	2
4. Assist carpenter in measuring	A20	PS10	PS13	3	2	1
5. Return tools to storage area at end of day	PS13	PS14	PS15	2	2	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** Employability task performance information includes the following:
P-Performance Frequency, I-Importance Level, L-Learning Difficulty
(Rating Scale: 1-Very High, 2-High, 3-Moderate, 4-Low, 5-Very Low)

TASK DETAILING SHEET

Community Job: Carpenter's Helper #4.02

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
1. Supply tools and materials to carpenter	PS13	PS14	PS12		
a. Identify various carpenter's tools	PS14	PS12	PS13	D	4
b. Know where tools are stored	PS14	PS13	PS12	R	4
c. Identify various materials used by a carpenter	PS14	PS12	PS13	D	3
d. Count out the number of materials asked for	A20	PS14	PS12	P	3
e. Handle breakable tools and materials properly	PS10	PS13	PS15	M	3
2. Assist carpenter in nailing	PS11	PS15	PS13		
a. Hit the hammer on the nail head	PS11	PS15	PS13	M	3
b. Use a nail punch	PS11	PS15	PS13	M	3
c. Remove bent nails	PS11	PS15	PS13	M	4
d. Hold material in place while carpenter is hammering	PS10	PS13	PS15	M	4
e. Use a stud finder	PS13	PS14	PS10	M	2
3. Assist carpenter in sawing	PS10	PS13	PS15		
a. Hold material still while carpenter is sawing	PS10	PS13	PS15	M	4
b. Saw straight on a marked line	PS10	PS13	PS15	M	1
c. Get power saw ready for carpenter to use (i.e., plug in)	PS13	PS15	PS15	M	4
d. Practice safety habits when using a saw	PS15	PS13	PS14	D	4
e. Change blades properly in a power saw	PS15	PS13	PS14	M	2

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Carpenter's Helper #4.02

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
4. Assist carpenter in measuring	A20	PS10	PS13		
a. Use a tape measure	A20	PS10	PS13	M	1
b. Hold material while carpenter is measuring	PS10	PS13	PS15	M	4
c. Record measurements	A20	PS14	PS13	P	1
d. Add measurements	A20	PS14	PS13	P	1
e. Wind up a large tape measure	PS13	PS14	PS11	M	4
5. Return tools to storage area at end of day	PS13	PS14	PS15		
a. Gather tools that have been used	PS13	PS14	PS15	M	4
b. Put tools in proper place in storage area	PS14	PS13	PS15	M	4
c. Wrap up extension cords without tangling	PS13	PS14	PS15	M	3
d. Repackage loose material	PS13	PS10	PS14	M	4
e. Clean materials of dirt and sawdust	PS13	PS15	PS14	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

COMMUNITY JOB TASK ANALYSIS

Community Job: Chef's Helper #4.03

CRC Reference: Cluster #4

D.O.T. Reference: Canning, Preserving, Slaughtering #529.887

General Description: To help chef carry food, slice or dice food, open cans, set up pots and pans, portion food, and assist with certain food preparation tools.

Job Tasks	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	P	I	L**
1. Obtain bulk food for chef	PS13	T18	PS14	3	3	3
2. Slice or dice food	SS4	PS11	PS13	2	3	3
3. Open cans of food	SS3	PS11	PS15	3	3	3
4. Set up large pots and pans	T18	TF6	PS13	3	3	3
5. Identify certain tools	A19	PS12	SS3	3	3	2
6. Help put portions on plates	PS11	SS4	PS10	2	3	3
7. Unpack bulk food	T18	T16	PS15	3	3	3
8. Wash bulk food if necessary	SS3	PS9	PS13	2	2	3
9. Put food into containers	SS3	PS10	PS13	2	3	3
10. Follow specific orders of chef when necessary	SS2	SS5	PS13	3	2	1
11. Assist in cooking on stove or in oven	SS4	SS5	TF6	3	2	2
12. Use time clock	A20	TF9	PS14	5	3	3
13. Carry large containers of prepared food	T18	T16	PS15	2	2	3
14. Work around hot ovens and stoves	PS15	SS1	SS4	2	2	3

* Refer to the Employability Curriculum for further work/skill training exercises.

** Employability task performance information includes the following:
P-Performance Frequency, I-Importance Level, L-Learning Difficulty
(Rating Scale: 1-Very High, 2-High, 3-Moderate, 4-Low, 5-Very Low)

TASK DETAILING SHEET

Community Job: Chef's Helper #4.03

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
1. Obtain bulk food for chef	PS13	T18	PS14		
a. Go to loading area	PS13	PS14	PS15	R	4
b. Get dolly if needed	T18	PS15	PS12	P	3
c. Load dolly if needed	PS13	PS12	T18	M	3
d. Carry foods to storage area	T18	PS14	SS5	M	4
e. Decide where to put food	PS12	PS10	TF6	P	1
f. Stack food containers	PS10	PS11	PS14	D	2
g. Shut door if needed	PS13	PS12	PS14	M	3
h. Return to loading area	PS13	PS14	SS3	R	4
2. Slice or dice food	SS4	PS11	PS13		
a. Obtain slicer or dicer	PS13	PS15	PS14	M	4
b. Obtain prepared food to slice/dice	SS3	SS4	PS14	P	3
c. Load slicer or dicer	PS15	PS11	PS10	M	2
d. Operate slicer or dicer	PS15	PS13	PS14	M	2
e. Position container to catch food	PS11	PS10	PS9	D	3
f. Remove container when filled	PS11	PS10	PS12	M	4
3. Open cans of food	SS3	PS11	PS15		
a. Obtain cans to open	PS14	PS11	PS13	M	3
b. Obtain can opener	PS14	PS11	PS13	M	3
c. Determine how to operate can opener	PS14	PS15	PS13	P	2
d. Put can in opener	PS15	PS14	PS13	M	2
e. Start opener	PS15	PS14	PS13	M	3
f. Stop opener when can is open	PS15	PS11	PS13	M	3
g. Put can down, discard top, and transport to appropriate area	PS9	TF6	T17	M	3

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Chef's Helper #4.03

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
4. Set up large pots and pans	T18	TF6	PS13		
a. Locate large pots and pans	PS14	SS1	T17	P	3
b. Take from storage area, clean if necessary	TF6	TF9	PS10	M	4
c. Take pots and pans to stove	PS15	SS3	PS10	M	4
d. Put pots and pans on stove	PS10	PS15	PS14	M	4
e. Add water if necessary	PS12	PS11	PS15	D	3
f. Inform chef of action taken	SS2	SS5	SS1	S	3
g. Wait for further instructions	SS1	SS2	SS5	D	3
5. Identify certain tools	A19	PS12	SS3		
a. Identify types of knives	PS10	PS12	PS13	R	2
b. Identify types of spoons	PS10	PS12	PS13	R	2
c. Identify special devices	PS10	PS12	PS13	R	2
d. Locate above devices	PS13	PS14	PS10	R	2
e. Be familiar with their use	PS14	SS3	T16	R	2
6. Help put portions on plates	PS11	SS4	PS10		
a. Obtain food to be portioned	SS4	SS1	SS5	M	3
b. Obtain dipper to be used	PS11	PS10	PS14	M	4
c. Obtain supply of plates	PS15	PS14	T16	M	3
d. Determine where food is to be placed on plate	PS10	PS14	SS3	R	2
e. Put food on plate	SS4	SS3	PS11	M	3

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

COMMUNITY JOB TASK ANALYSIS

Community Job: Day Care Helper #4.04

CRC Reference: Cluster #4

D.O.T. Reference: Any Industry #359.878

General Description: To assist with care of one or more children for part of a day in a private facility with or without the parent present.

Job Tasks	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	P	I	L**
1. Assist in watching children	PS15	TF7	SS2	1	1	1
2. Assist in setting up formal games, etc.	SS5	SS1	PS13	3	3	3
3. Spot clean walls	PS12	PS10	PS13	3	3	3
4. Assist in serving lunches	PS12	PS10	PS13	3	3	3
5. Clean tables after lunch	PS13	PS11	PS14	3	3	3
6. Assist in putting coats, hats, etc. on and off	PS15	PS12	SS2	5	3	3
7. Give out toys	SS1	SS2	SS4	3	3	3
8. Collect toys and put away	PS14	PS13	SS3	3	3	3
9. Wash floors; mop up spills	PS13	PS14	T18	4	3	3
10. Assist in feeding children	SS1	SS2	PS11	3	1	2
11. Assist in changing diapers	PS11	PS13	SS4	3	3	3
12. Play with children	SS1	SS2	SS4	2	1	2
13. Prepare simple meals, sandwiches	PS13	PS12	PS11	3	3	3
14. Rock small children when they cry	SS1	SS4	SS2	3	3	3
15. Arrange chairs, benches, etc.	T16	T17	T18	3	3	3
16. Lifting, bending, stooping, walking	T18	PS15	PS11	1	1	4
17. Spot clean children's clothes	PS13	PS12	PS10	3	3	3
18. Answer children's questions	SS1	PS12	SS2	2	2	1
19. Provide guidance	SS1	SS2	PS12	1	1	1
20. Wash dishes, utensils, etc.	PS13	PS12	PS11	3	2	3

* Refer to the Employability Curriculum for further work/skill training exercises.

** Employability task performance information includes the following:
P-Performance Frequency, I-Importance Level, L-Learning Difficulty
(Rating Scale: 1-Very High, 2-High, 3-Moderate, 4-Low, 5-Very Low)

TASK DETAILING SHEET

Community Job: Day Care Helper #4.04

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
1. Assist in watching children	PS15	TF7	SS2		
a. Keep children in play area	SS1	PS12	PS13	D	3
b. Keep children from climbing on high objects	PS15	PS12	SS1	D	3
c. Keep children from fighting	SS1	SS2	SS4	D	3
d. Inform supervisor if problems arise	SS1	PS10	PS12	D	1
e. Watch for children doing unusual things	PS10	PS12	SS1	D	1
2. Assist in setting up formal games, etc.	SS5	SS1	PS13		
a. Obtain games from storage area	PS14	PS13	SS1	M	3
b. Pass out items necessary for game	SS1	SS2	PS12	M	3
c. Make sure all have items	SS1	SS2	SS3	R	2
d. Position chairs, tables, etc.	PS13	PS12	PS14	M	3
e. Put chairs and tables back after game	PS14	PS13	PS12	M	3
f. Put items away	PS14	PS15	PS13	M	3
3. Spot clean walls	PS12	PS10	PS13		
a. Get bucket and rags from storage area	PS12	PS14	PS13	M	3
b. Put water in buckets	PS15	PS14	PS11	M	3
c. Put in solution, if necessary	PS13	PS12	PS10	D	3
d. Wipe or scrub soiled area	T16	T17	T18	D	3
e. Dry cleaned area	T16	T17	PS13	D	3
f. Wring water and solution from rag	PS11	PS10	PS12	M-D	3
g. Pour out water and solution	PS14	PS15	PS10	M	3

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Day Care Helper #4.04

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
4. Assist in serving lunches	PS12	PS10	PS13		
a. Remove food from refrigerator and storage area	PS14	PS13	PS15	M	3
b. Place portion on plates	PS11	PS12	PS10	M	3
c. Serve to children	SS1	SS2	SS3	M	3
d. Pick up empty plates	PS13	PS14	PS15	M	3
e. Discard uneaten food	PS12	PS13	PS14	M	3
f. Put plates in area for washing	PS13	PS14	PS10	M	3
5. Clean tables after lunch	PS13	PS11	PS14		
a. Dispose of papers, refuse from table	PS12	PS11	PS14	M	3
b. Wipe soiled areas on table top	PS13	PS12	T16	M	3
c. Wipe soiled areas on seats	PS13	PS12	PS10	M	3
d. Arrange chairs in proper order	PS13	PS12	PS11	M	3
e. Arrange table if necessary	T18	PS13	PS14	M	3
6. Assist in putting coats, hats, etc. on and off	PS15	PS12	SS2		
a. Take correct clothes from rack	PS11	PS12	PS14	D	1
b. Assist in putting on hats and coats	SS1	SS5	TF6	M	3
c. Button coats	PS10	PS11	SS3	M	3
d. Tie shoes and boots	PS11	PS10	SS1	M	3
e. Put on gloves	SS1	SS2	PS11	M	3
f. Start and zip zippers	PS11	PS10	SS1	M	3

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

COMMUNITY JOB TASK ANALYSIS

Community Job: Messenger Person (Inner-Office Delivery) #4.05

CRC Reference: Cluster #4

D.O.T. Reference: Clerical #230.878

General Description: To perform varying messenger duties within the organization, such as mail pick-up and delivery, interoffice communications, materials' distribution, and errands.

Job Tasks	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	P	I	L**
1. Recognize names and titles	A19	TF6	T16	1	4	3
2. Deliver mail and messages	T18	TF6	SS3	1	4	4
3. Know office layout	PS14	PS12	SS3	1	4	4
4. Sort mail	T16	TF6	SS3	1	4	3

* Refer to the Employability Curriculum for further work/skill training exercises.

** Employability task performance information includes the following:
P-Performance Frequency, I-Importance Level, L-Learning Difficulty
(Rating Scale: 1-Very High, 2-High, 3-Moderate, 4-Low, 5-Very Low)

TASK DETAILING SHEET

Community Job: Messenger Person (Inner-Office Delivery) #4.05

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
1. Recognize names and titles	A19	TF6	T16		
a. Read the names of all persons receiving mail	A19	T16	SS3	M	2
b. Read the titles of all office workers	A19	T16	SS3	M	2
c. Match person with title or title with person	A19	T16	SS3	D	1
d. Seek help when needed	SS1	SS2	PS12	S	4
2. Deliver mail and messages	T18	TF6	SS3		
a. Locate each department that receives mail	A19	PS14	SS3	M	3
b. Locate each person who receives mail in each department	A19	PS14	TF6	M	3
c. Relate messages verbally	SS1	SS2	TF6	S	2
d. Read the names of persons to whom mail is addressed	A19	TF6	SS3	M	2
e. Get signed receipt for mail, when necessary	SS1	PS13	SS3	M	3
3. Know office layout	PS14	PS12	SS3		
a. Identify locations of the offices	PS14	TF6	SS3	R	3
b. Identify the floor each department is on	PS14	PS13	SS3	R	3
c. Operate elevator	PS11	PS13	SS3	M	4
d. Identify numbers in proper sequence	A20	PS14	SS3	R	3
e. Differentiate color codes	PS14	TF6	SS3	D	3

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Messenger Person (Inner-Office Delivery) #4.05

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
4. Sort mail	T16	TF6	SS3		
a. Stack mail for individual office workers in separate piles	T16	TF6	SS3	M	3
b. Read individual names for proper distribution of mail	A19	T16	SS3	M	2
c. Categorize piles of mail into similar delivery points	T17	TF6	SS3	M	2
d. Recognize the words "Fragile" or "Handle With Care" and handle accordingly	A19	PS15	SS3	R	3
e. Place the organized mail in cart/basket to be delivered	T16	TF6	SS3	M	4
f. Hand the correct stack to the correct person	PS14	PS13	TF6	M	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving

*** LD - Learning Difficulty: 1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy

Project EMPLOYABILITY
No. 0061-4C-81-D-3

COMMUNITY JOB TASK ANALYSIS

Community Job: Parking Lot Attendant #4.00

CRC Reference: Cluster #4

D.O.T. Reference: Automotive Service #915.878

General Description: To assist in parking cars, cleaning lot, dispersing and collecting tickets, handling money.

Job Tasks	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	P	I	L**
1. Disperse tickets	SS4	SS3	SS2	1	1	4
2. Collect tickets	SS2	SS3	SS4	1	1	4
3. Count money	A20	PS10	PS14	1	1	1
4. Park cars	SS3	SS2	PS15	3	2	1
5. Direct cars to parking space	PS13	PS10	PS9	3	3	3
6. Clean parking lot	PS13	PS15	SS3	2	2	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** Employability task performance information includes the following:
P-Performance Frequency, I-Importance Level, L-Learning Difficulty
(Rating Scale: 1-Very High, 2-High, 3-Moderate, 4-Low, 5-Very Low)

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Parking Lot Attendant #4.06

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
1. Disperse tickets	SS4	SS3	SS2		
a. Gather tickets to be used	SS3	PS11	PS14	D	3
b. Arrange numerically	A20	SS3	PS12	R	4
c. Tear tickets at perforation	PS11	PS12	SS3	M	4
d. Put tickets under stamping machine	PS14	PS15	SS3	M	4
e. Give half ticket to driver	SS2	SS3	TF6	D	4
f. Place half ticket under wiper	SS3	PS14	PS13	M	3
2. Collect tickets	SS2	SS3	SS4		
a. Obtain half ticket from driver	SS2	SS3	TF6	R	4
b. Take half ticket from wiper	SS3	PS14	PS13	M	4
c. Match two halves	PS14	PS11	A20	D	4
3. Count money	A20	PS10	PS14		
a. Determine amount of time parked	TF9	A20	PS10	M	3
b. Apply parking rate to lapsed time	A20	TF8	A21	M	3
c. Ask driver for amount owed	A20	PS14	SS1	S	3
d. Receive amount from driver	A20	SS4	SS1	R	2
e. Give change when applicable	A20	SS1	PS9	P	2
4. Park cars	SS3	SS2	PS15		
a. Start car	SS3	PS11	PS13	M	4
b. Put car in drive	SS3	PS10	A19	R	4
c. Press accelerator with foot	SS3	PS10	PS11	M	3
d. Press brake	SS3	PS10	PS11	M	4
e. Put in park	SS3	PS10	A19	R	4
f. Put in reverse when necessary	SS3	PS10	PS13	D	3
g. Turn engine off	SS3	PS10	PS15	M	4
h. Hang keys on hook in corresponding stall number	PS14	A21	A20	R	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Parking Lot Attendant #4.03

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
5. Direct cars to parking space	PS13	PS10	PS9		
a. Motion car forward	PS15	PS13	PS9	M	4
b. Motion car to turn left or right	PS9	PS13	PS15	D	3
c. Point out empty space	PS13	PS15	PS12	D	4
d. Motion car to pull forward into space	PS12	PS13	PS9	M	4
e. Hold up hand for car to stop	PS9	TF6	SS3	R	4

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

COMMUNITY JOB TASK ANALYSIS

Community Job: Senior Citizen Care Aide #4.07

CRC Reference: Cluster #4

D.O.T. Reference: Any Industry #359.878

General Description: To assist senior citizens in shopping for food, paying bills, washing clothes, lifting, bending, and stooping; to talk with senior citizens, and to help clean up after meals.

Job Tasks	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	P	I	L**
1. Help senior citizens to shop for food	PS11	SS2	PS14	4	3	3
2. Pay bills for them, given proper location, money, etc.	PS13	PS14	SS3	4	2	2
3. Talk with senior citizens	SS1	SS2	SS4	1	1	2
4. Clean up after meals	PS11	PS10	SS3	3	2	3
5. Assist them in washing clothes	PS11	PS13	PS10	4	3	3
6. Assist them in lifting, bending, stooping	T18	PS9	PS13	1	1	3
7. Assist them in putting on clothing	PS11	PS9	SS2	3	3	3
8. Get along well with senior citizens	SS2	SS1	SS4	1	1	3
9. Assist them in preparing simple meals	PS11	PS13	PS14	3	2	3
10. Assist them in serving simple meals	PS11	PS13	PS9	3	2	3
11. Run errands for them	PS11	PS13	PS14	3	2	2
12. Assist in physical activities (e.g. play therapy)	SS2	SS1	T18	1	2	3
13. Assist in feeding if necessary	PS11	TF6	PS14	2	3	3
14. Assist in other activities of daily living	SS2	PS9	PS13	1	2	3
15. Transport them to and from doctors, dentists, etc.	PS14	SS1	SS2	3	2	2
16. Assist them in lifting and bending	T18	PS9	PS13	1	1	3

* Refer to the Employability Curriculum for further work/skill training exercises.

** Employability task performance information includes the following:
P-Performance Frequency, I-Importance Level, L-Learning Difficulty
(Rating Scale: 1-Very High, 2-High, 3-Moderate, 4-Low, 5-Very Low)

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Senior Citizen Care Aide #4.07

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
1. Help senior citizens to shop for food	PS11	SS2	PS14		
a. Go to store with senior citizen	TF7	SS1	SS4	M	4
b. Push shopping cart	PS11	T16	SS2	M	4
c. Put food in cart	PS11	PS13	PS10	M	4
d. Unload food at check-out	PS11	TF6	PS10	M	4
e. Carry food out of store	PS11	T18	PS14	M	4
f. Put food into car	PS11	PS9	T18	M	4
g. Take food from car to house	PS11	T18	PS14	M	4
h. Assist in putting food away	PS11	PS14	T17	P	2
2. Pay bills for them, given proper location, money, etc.	PS13	PS14	SS3		
a. Get bills	PS13	SS1	SS2	M	4
b. Get correct change to pay bills	A20	PS13	PS14	P	3
c. Go to places where bills are to be paid	PS13	PS14	A19	P	2
d. Pay bills	A20	PS13	PS14	M	3
e. Bring paid receipts back	PS13	PS14	TF7	M	4
3. Talk with senior citizens	SS1	SS2	SS4		
a. Initiate simple conversations	SS1	SS2	SS4	S	1
b. Follow simple directions	PS13	PS14	SS2	R	2
c. Ask questions	PS13	PS14	SS2	S	2
d. Answer questions	PS12	SS1	SS2	P	1
4. Clean up after meals	PS11	PS10	SS3		
a. Put items away after meals	PS11	PS12	PS14	P	2
b. Clean table with wet cloth	PS11	PS10	SS3	M	3
c. Clean sink with wet cloth	PS11	PS10	SS3	M	3
d. Clean stove with wet cloth	PS11	PS10	SS3	M	3
e. Sweep floor with broom	PS11	PS10	T18	M	3

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*

Project EMPLOYABILITY
No. 0061-4C-81-D-3

TASK DETAILING SHEET

Community Job: Senior Citizen Care Aide #4.07

Job Tasks With Task Details	Employability Curriculum* Work Trait Reference 1st	2nd	3rd	TP**	LD***
5. Assist them in washing clothes	PS11	PS13	PS10		
a. Carry clothes to washing area	PS11	PS13	PS14	M	5
b. Assist in sorting clothes	PS12	PS13	PS14	P	2
c. Put clothes in washer	PS11	PS12	PS13	M	3
d. Add detergent	A20	A19	PS11	M	2
e. Start washer	PS12	PS11	PS13	P	3
f. Remove clothes from washer at end of cycle	PS11	PS13	PS14	M	4
g. Put clothes into basket or dryer	PS11	PS13	PS12	M	4
6. Assist them in lifting, bending, stooping	T18	PS9	PS13		
a. Assist in walking	PS11	PS9	SS2	M	3
b. Assist in muscle development or maintenance	T18	PS13	PS15	M	1
c. Assist in stretching	T18	PS13	PS15	M	2
d. Manipulate extremities	PS11	PS13	PS15	M	2
e. Assist in climbing stairs	T18	PS9	PS15	M	2

* Refer to the Employability Curriculum for further work/skill training exercises.

** TP - Type of Performance: *M-Manipulation, R-Recall, S-Speech, D-Discrimination, P-Problem Solving*

*** LD - Learning Difficulty: *1-Very Difficult, 2-Difficult, 3-Moderate, 4-Easy, 5-Very Easy*